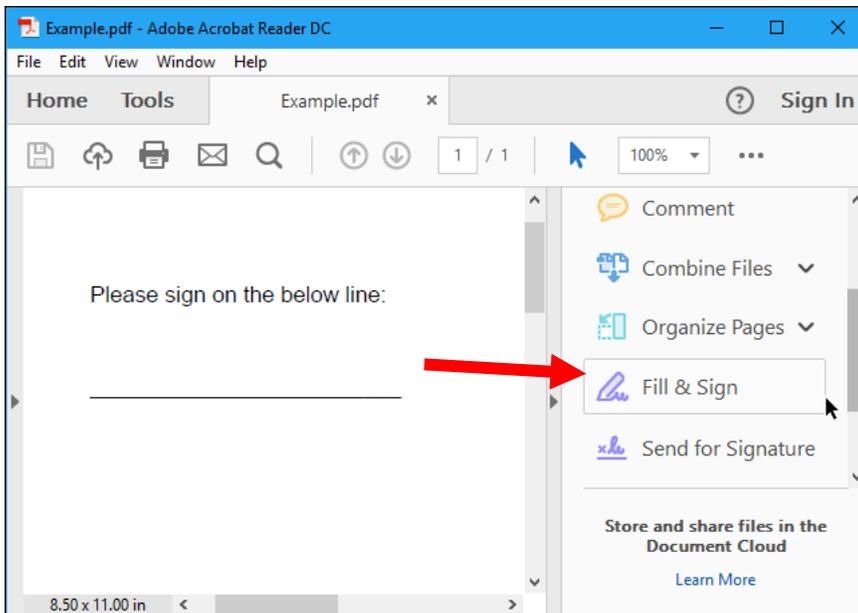


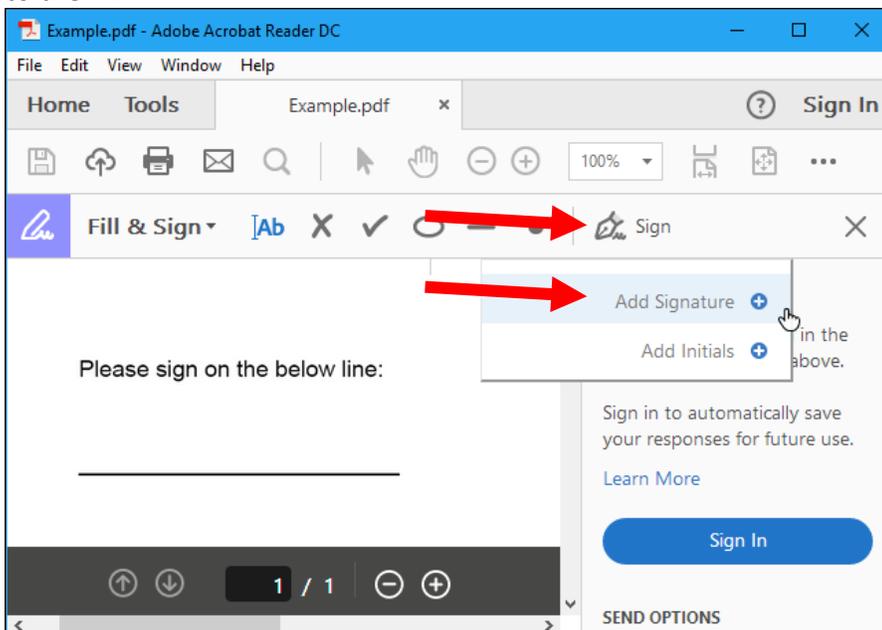
How to Electronically Sign PDF Documents Without Printing and Scanning Them

Note: Adobe Reader is the recommended PDF viewer for signing documents electronically. You can download Adobe Reader for free here <https://get.adobe.com/reader/>

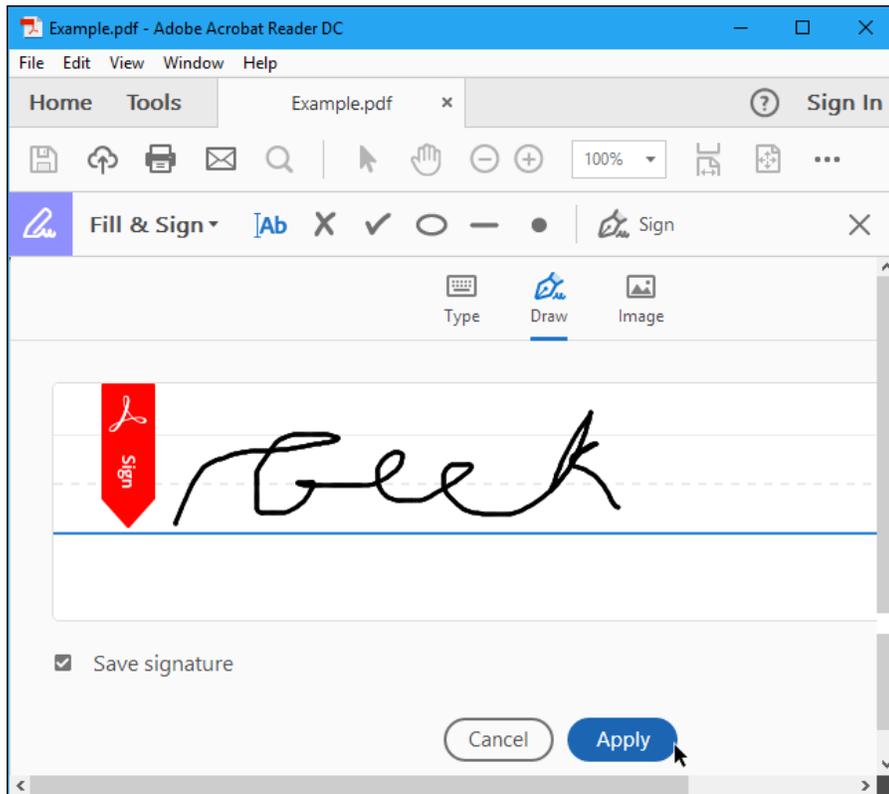
1. To sign a document using Adobe Reader, first open the PDF document in the Adobe Acrobat Reader application. Click the **“Fill & Sign”** bottom in the right pane.



2. Click the **“Sign”** button on the toolbar and select **“Add Signature”** to add your signature to the PDF.



3. By default, Adobe Reader selects “Type” so you can type your name and have it converted to a signature. However, this will not look like your real signature so is not ideal.
4. Instead, select “Draw” and then draw your signature using your mouse or touch screen.
5. After creating a signature, click “Apply” to apply it to the document. Leave “Save Signature checked” and you can quickly add this signature in the future.



6. Next, position your signature where you want it with your mouse and click to apply it.
7. To save your signed PDF document, click **File > Save** and select a location for the file.