Signing a PDF Document Without Printing
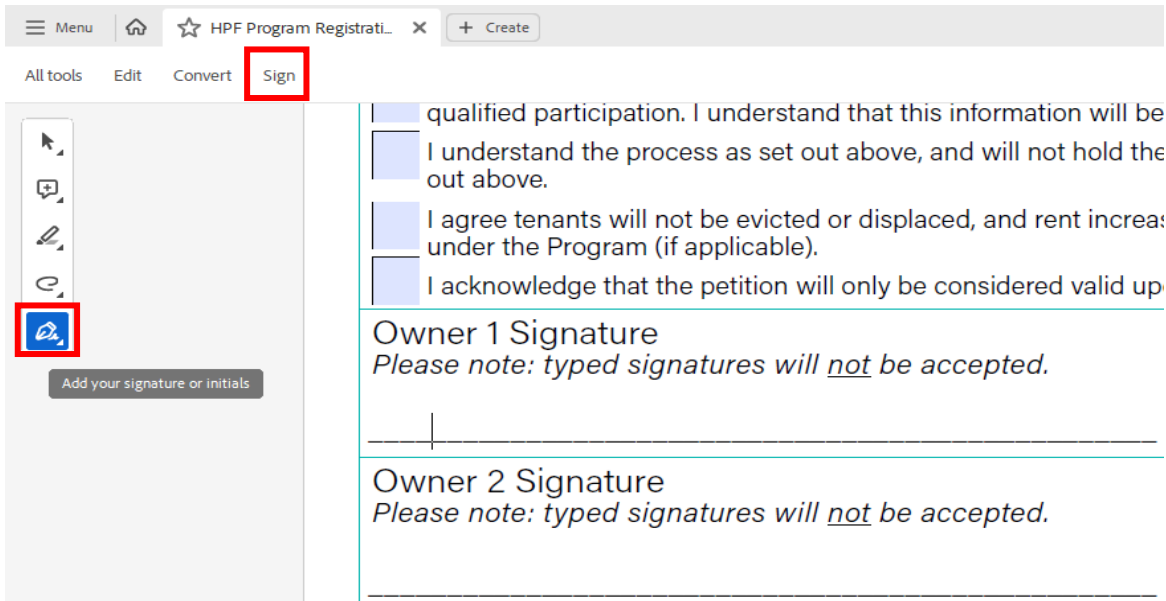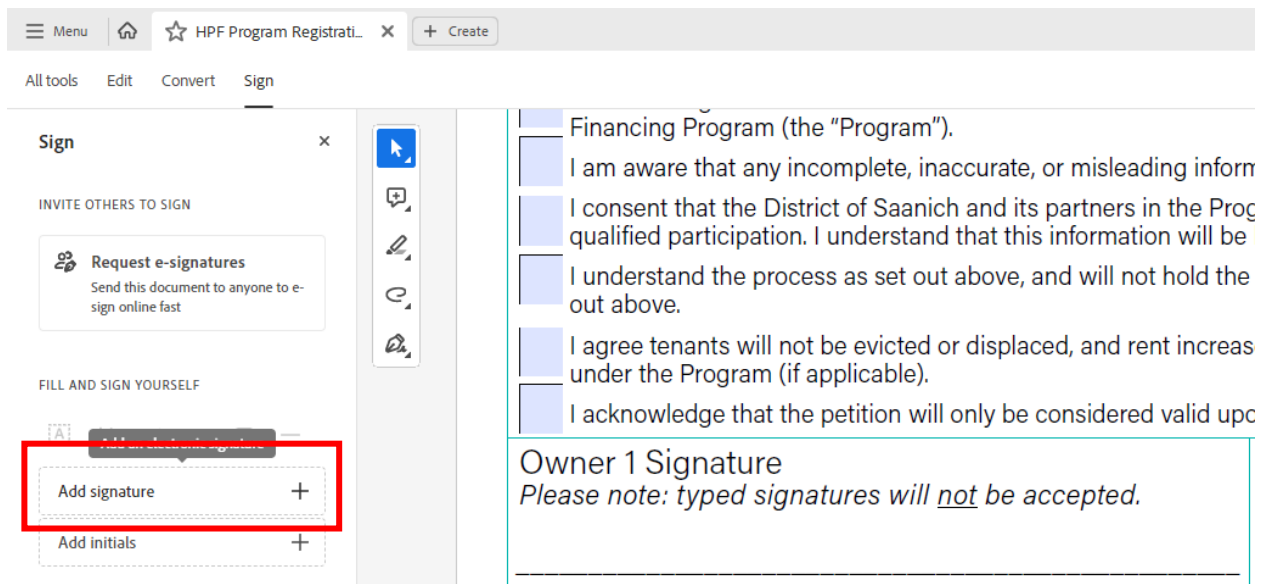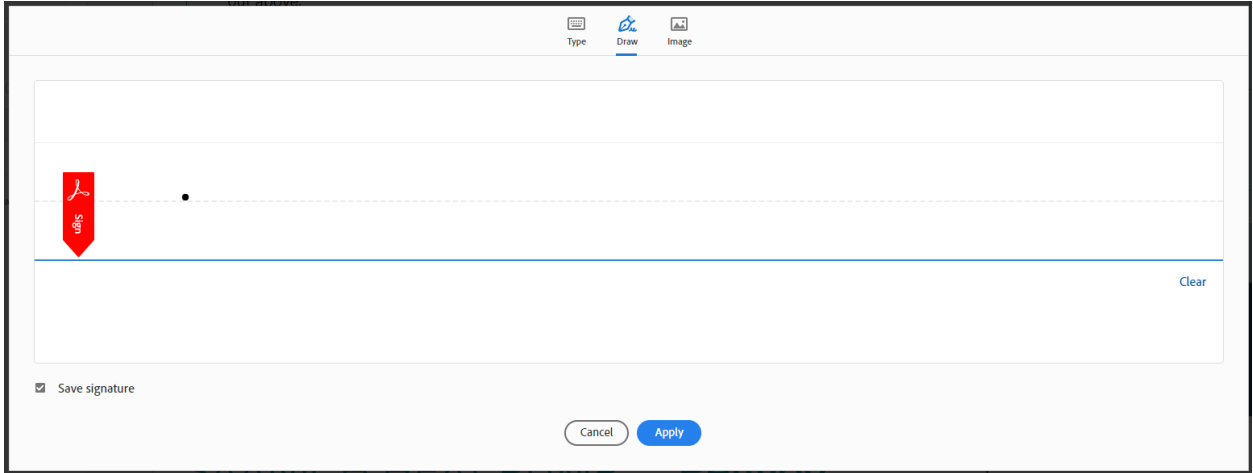
1. Open the document in Adobe PDF Viewer. If you do not have this software, it is <u>free to download here</u>.
2. Be sure to fill the form in before signing, as signing will lock the other fields on the form.
3. Click either the sign button at the top right or the inkpen graphic on the sidebar as noted below.

4. Select "Add Signature"

5. Select the "Draw" option from the top of the next screen and use your mouse (or finger if using a tablet) to draw your signature as best you can. A "Clear" option is available on the far right if you want to retry. Then hit "Apply"

6. Your signature should now be available in the sidebar on the left. Click on it and you can then click on the spot where you want to apply it!