

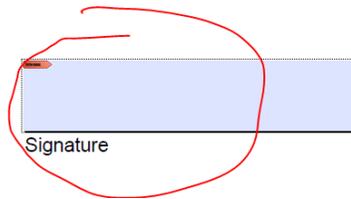
Steps to sign a PDF

1. Open the PDF form in Adobe Acrobat or Acrobat Reader
2. Fill out all fields necessary
3. Single **click on** the signature field
4. Choose a Digital ID (if you do not have one, you can configure one); then **Continue**
5. Enter a **PIN** for the Digital ID; then click blue **Sign**
6. Save the PDF and send PDF file back to requester as email attachment

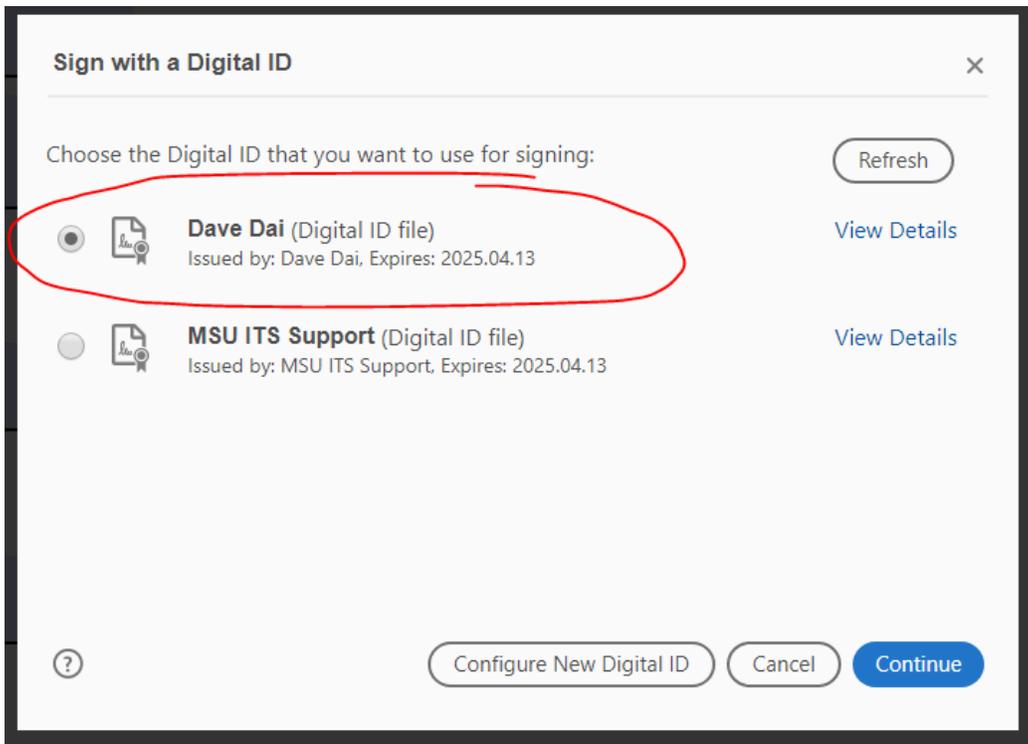
Step 3: Single click on the signature field

Add New Advisor:

Name:



Step 4: Choose a Digital ID OR configure a new Digital ID



Step 5: Enter the PIN for the ID; then click Sign



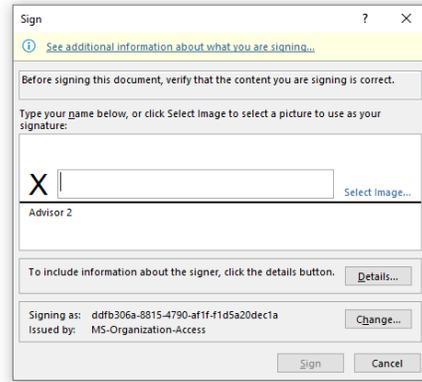
Steps to add signature in a WORD file on Windwos PC

(Mac users see Page 3)

1. Once you have opened the WORD document, you will be notified at the top menu bar with a yellow alert bar that states that "this document requires a signature".
2. To add your signature, double click next to the "X."
3. A Sign box will appear where you can type you name out to use as your signature, or you can **upload an image** you might have stored on your computer.
4. When you are ready to sign, click **Sign**.
5. Save the document and send it back to requester.

X

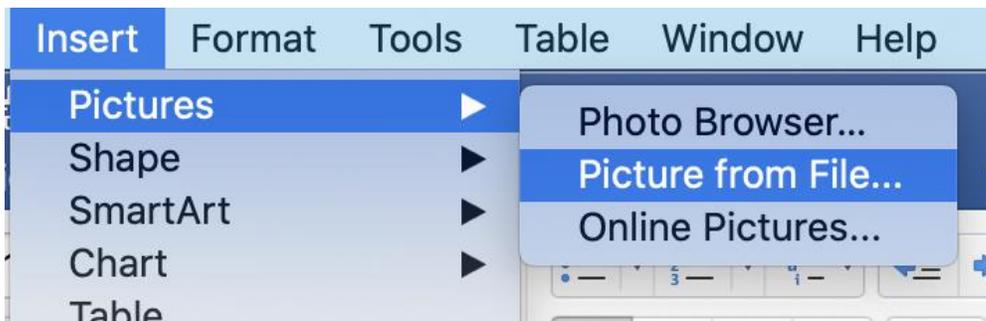
Advisor 2



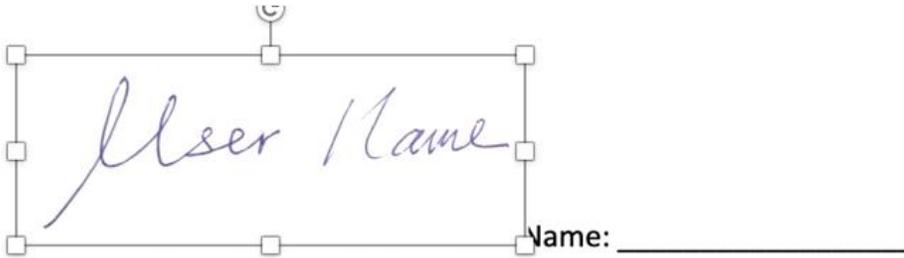
More tips on adding a signature, see the video on [this web page](#).

Steps to add signature in a WORD file on Mac

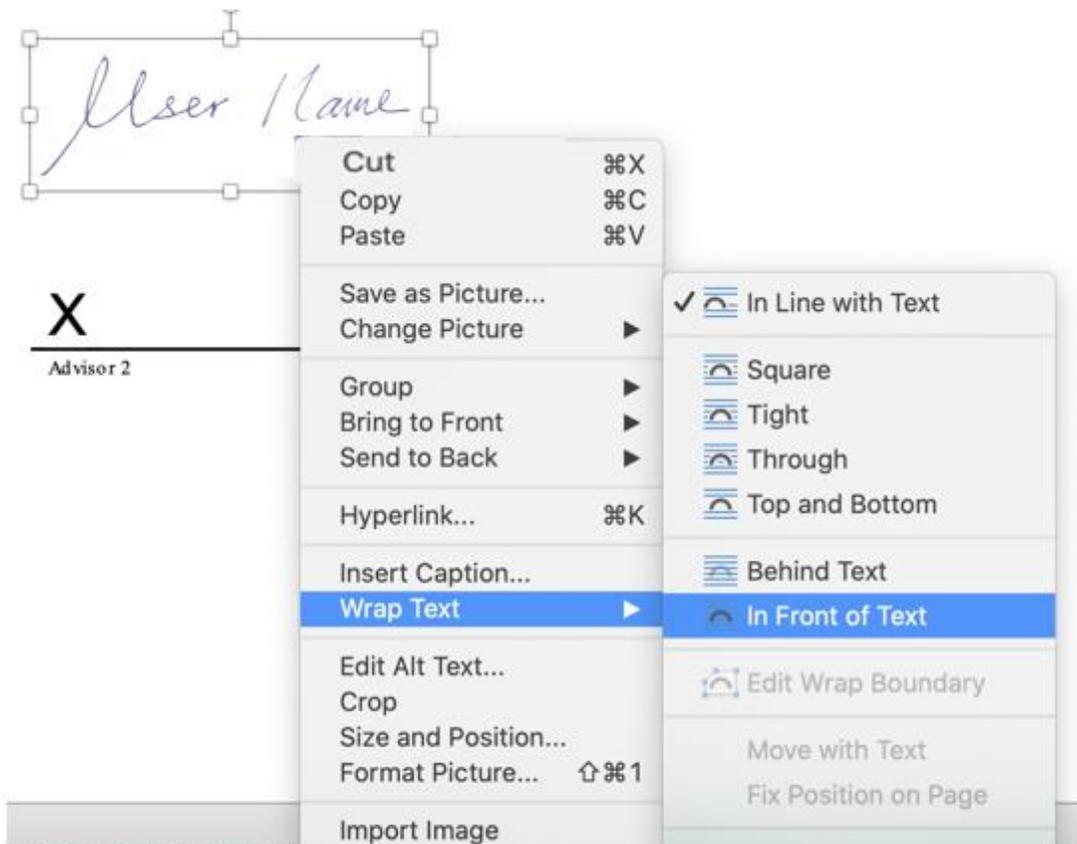
1. Open the Word document you need to sign and go to the insert menu and select **Pictures** and then **Picture from file...**



2. Select the picture of your signature. If you do not have a signature you should sign a blank sheet of paper and take a picture of it with your phone.
3. The image of your signature will appear in the document. Resize it as needed.



4. Right click or Control-Click the image and go to **Wrap Text** and select **In front of Text**.



5. Drag the signature to the appropriate signature line, save the Word document.

X

Advisor 1

⚓

X

Advisor 2

Ⓒ

User Name