E-Sign Through Adobe (PDF)

- 1. Open PDF file
- 2. Click "Tools" on the top left corner
- 3. Next, choose "Fill & Sign"
- 4. Now click on "Sign" on top of the page
- 5. Add your signature or initials
- 6. Drag signature or initials to signature line
- 7. Save the PDF and email it back to the sender

If "Fill & Sign" is not available on your Adobe Reader, please do the following:

- 1. Open PDF file
- 2. Click "Tools" on the top left corner
- 3. Next, choose "Edit PDF"
- 4. Click "Add Text"
- 5. Create text box on the signature line
- 6. If no signature line, use "Add Text" and type "<u>x Your</u> <u>Signature here</u>" place it on the bottom page
- 7. Type your name
- 8. Save the PDF and email it back to the sender

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