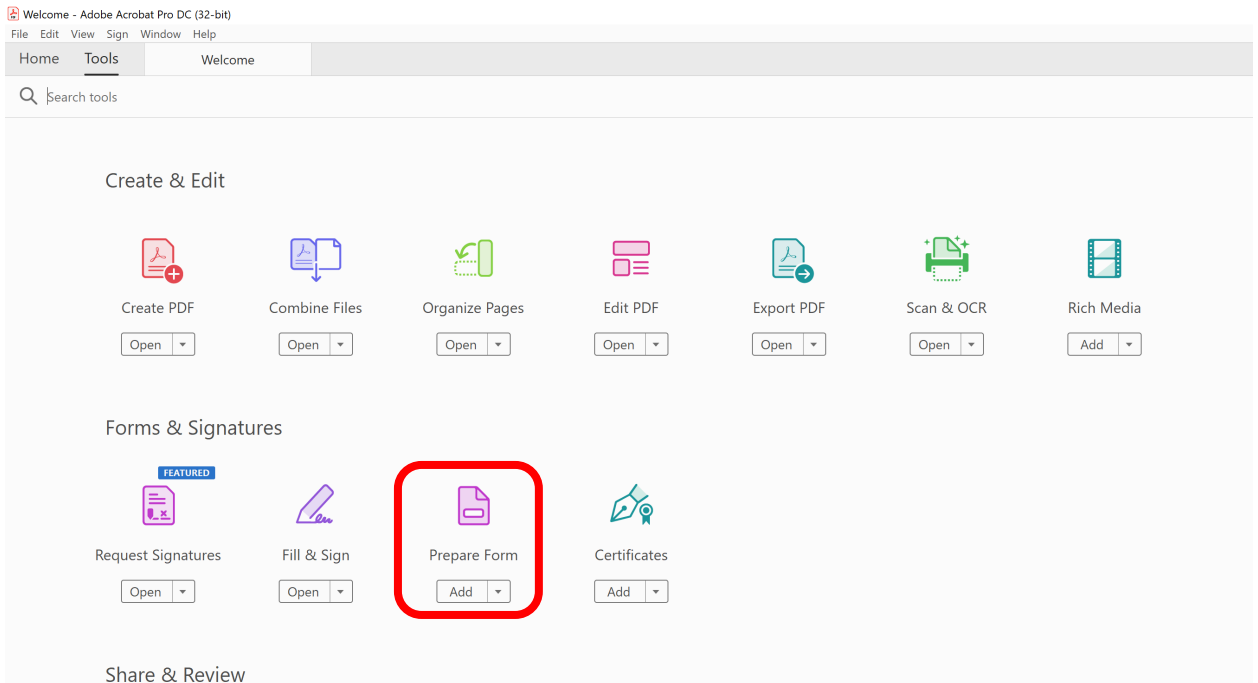


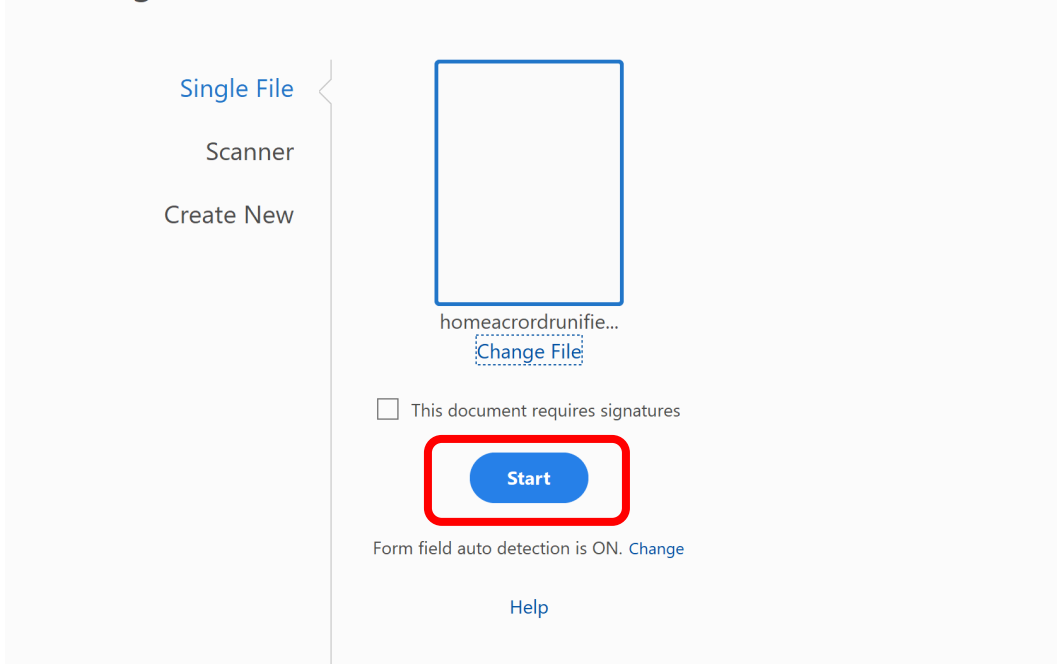
Adding Digital Signature Field to PDF

1. Open the PDF document and select the **Tools** option in the upper left-hand corner.
2. Then choose **Prepare Form**

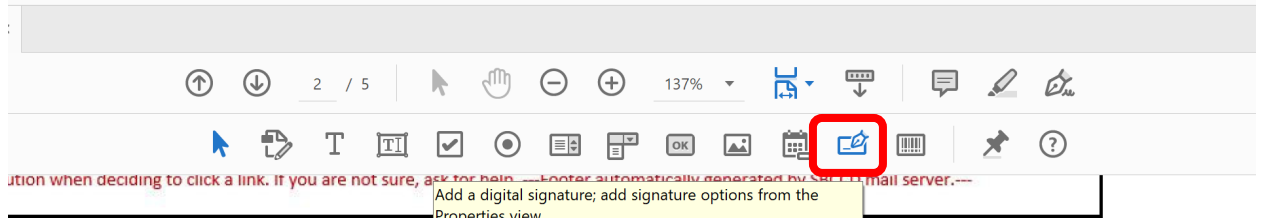


3. After Choosing prepare form you will choose either **Start** or **change file** to choose the document you would like to add the signature field to.

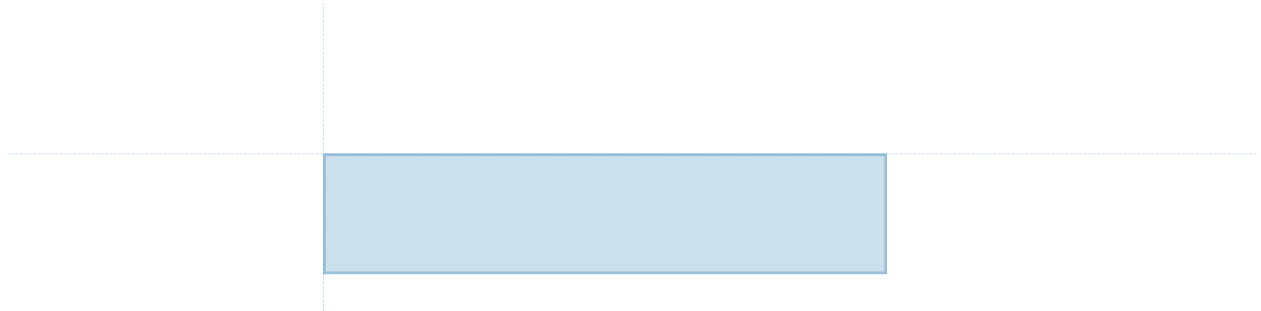
To begin select a file, scan a document or start from scratch



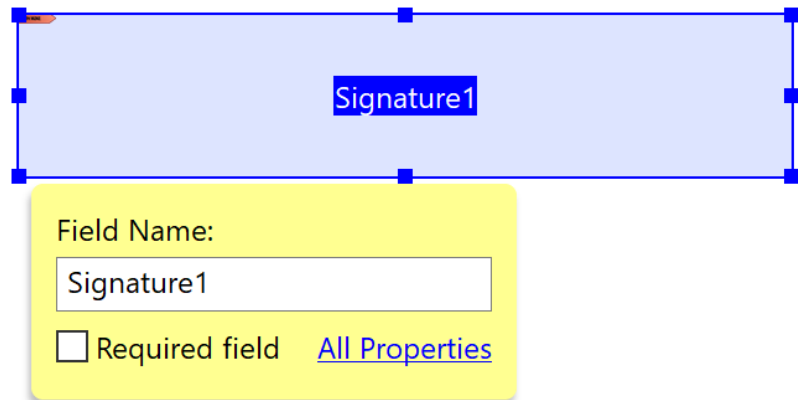
- Once the document reopens, you will find the **insert signature** field option on the toolbar.



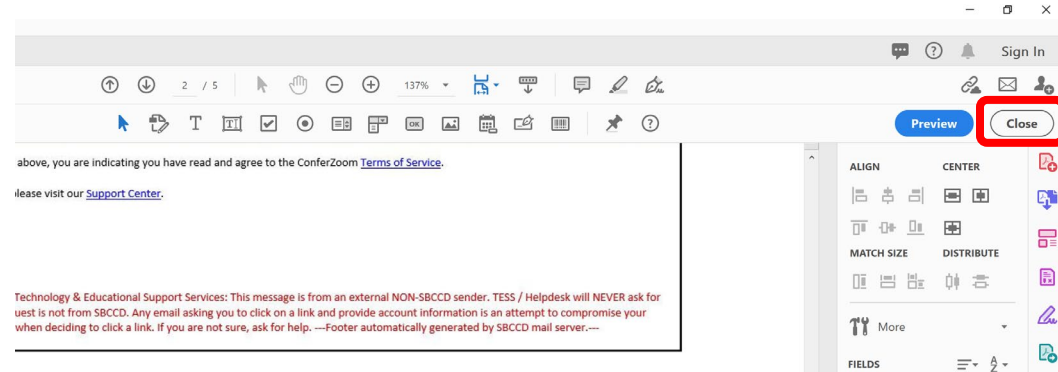
- After select, the add digital signature option, **drag** to the desired location on the PDF. There will be a blue bar that needs to be placed on the document.



- Left click on the mouse to place the field.



- Once the signature field is placed, select **close** in the upper right-hand corner of the document.



8. The PDF will now have the field to sign the document electronically.

