

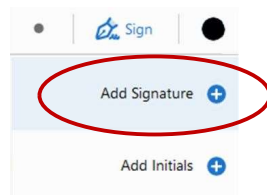
Instructions – How to Sign a PDF using Adobe

An electronic or e-signature is a way to legally provide consent, approval, and/or agreement to an electronic document. There are different types of e-signatures. The below instructions outline how to easily add an e-signature that is acceptable on cost-share application and/or claim forms using Adobe Reader or Adobe Acrobat DC software.

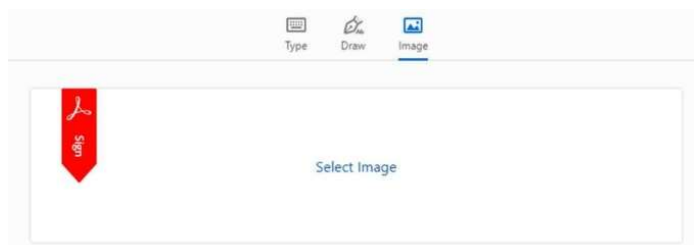
If you do not already have Adobe software on your computer, you can download a free version from: <https://get.adobe.com/reader/>

1. Open the PDF document in Adobe Reader or Adobe Acrobat DC and select the  icon.

2. Click “Add Signature”



3. A box will pop up with the options to “Type”, “**Draw**” or upload a signature “**Image**”.



How to create a “Drawn” signature:

To create a drawn signature, click “**Draw**” in the pop-up box then use the mouse or trackpad on your computer to hand-draw a signature in the space provided. Use the “Clear” option to erase and try again – it can be challenging. When done, make sure the “Save Signature” box in the lower left corner is checked and click on “Apply”.

-OR-

How to upload an “Image” signature (preferred):

Fold a blank piece of paper in half (to limit the light that shows through) and sign your name in the middle with black pen or black permanent marker.

- a. Open the Camera App on your laptop and hold up the piece of paper to take a photo.
- b. If you cannot find the camera icon, just open the start menu and type 'Camera'.
- c. The image will appear backwards on your screen, but the actual photo will be flipped properly.

Select **"Image"** from the add signature pop-up box then navigate to the file. Your picture should have automatically saved to Pictures > Camera Roll. Select the image and click "Open".

Your signature should now automatically appear in the pop-up box, make sure "Save signature" in the lower left corner is checked, then click "Apply". If you don't like how your signature appears you can retry taking the photo and go through the steps. Adobe will store only one signature.

4. Once a drawn or image signature is created and you select "Apply", the signature will appear within a moveable textbox on the original document. Using your mouse, position the signature to the spot where it belongs. The size can be increased or decreased using the 'A A' icons, or by using the blue circle that appears in the bottom right hand corner of the signature when it appears on the screen. Once the signature is added and properly sized, save the document.
5. Close, then re-open the document to ensure your signature was successfully added and saved.

Still need help?

Additional information available from Adobe at:

https://helpx.adobe.com/ca/acrobat/using/signing-pdfs.html#sign_a_pdf

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