

## Instructions for Signing a PDF

A digital signature can be provided in the PDF using Adobe Reader XI or a later version of Adobe (e.g., Adobe Acrobat X Pro). If you are unable to provide a digital signature, please download the free Adobe Reader XI software at <http://www.adobe.com/products/reader.html>. Please note that cropped images were used for this guide.

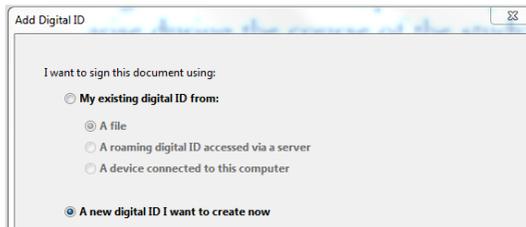
Detailed instructions can be found at <http://www.adobe.com/press/articles/article.asp?p=1708161&seqNum=4>.

**Follow steps 1 thru 5 to provide a digital signature.**

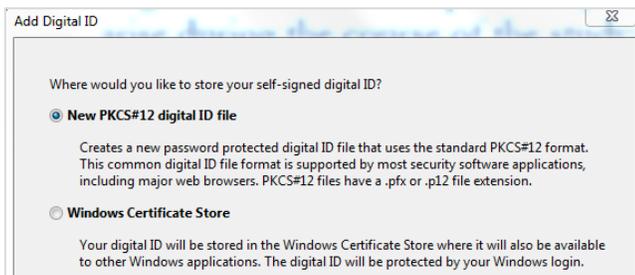
**Step 1:** Click on the red tab in the signature line



**Step 2:** First time user select "A new digital ID I wasn't create now". Click **Next**. (Returning users go to Step 5.)

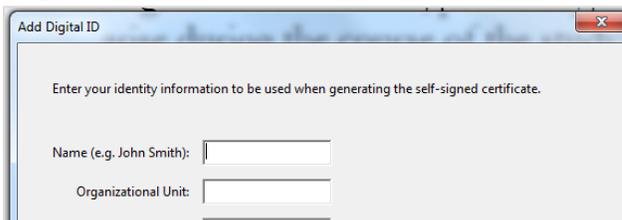


**Step 3:** Select the location where you want to store your signature. Click **Next**.

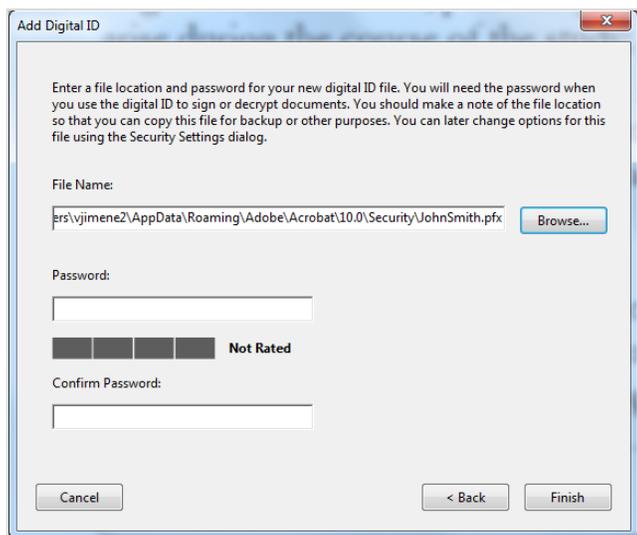


**Step 4:** Enter your identity information to be used when generating the signature. Click **Next**.

**Note:** Enable Unicode Support is for extended characters (things like #, &, ^, etc.). If you select this option, you can type the Unicode values in the boxes that appear to the right of the original fields.



**Step 4:** Create a password for your signature. Click **Finish**.



**Step 5:** Enter your password to provide your signature. **If you want to use an image of your actual signature follow the steps on the second page.**

**Note:** You can select **Lock Document After Signing**. Select this only if you are the last person to digitally sign this document because it locks all of the fields in the document. Click **Sign** to sign the document.

