

How to e-Sign a PDF

Using an electronic signature is quick and easy, but it does require a few steps to set up your signature for first time use.

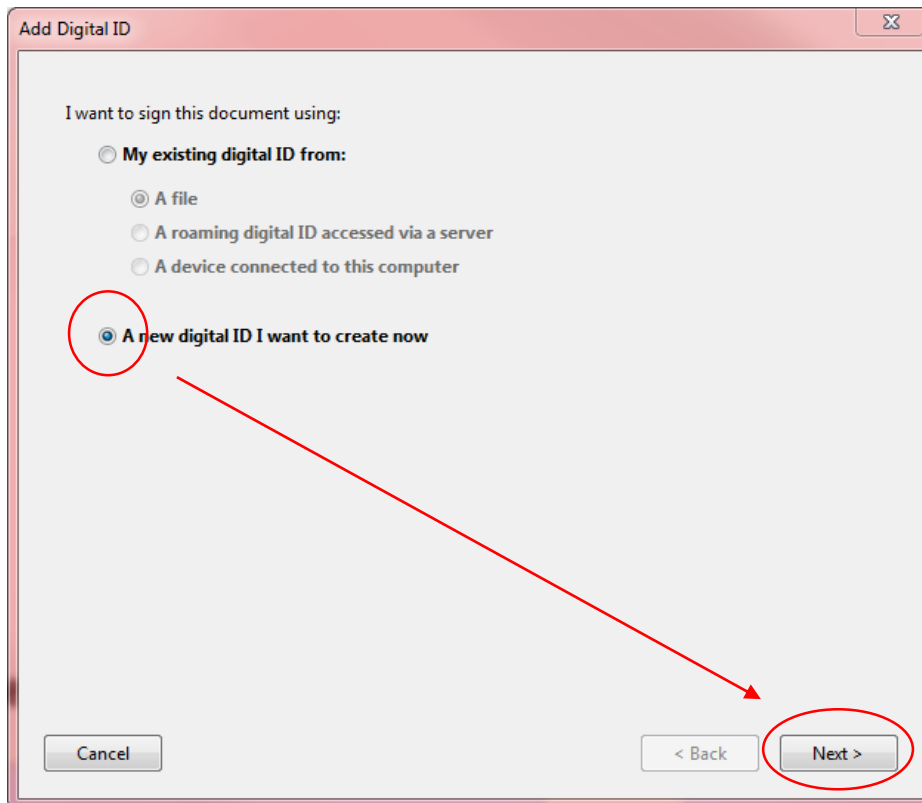
Step 1)

Open and complete all necessary fields on the PDF. When you are finished and the document is completely filled out, click on the signature field

Signature: Date:

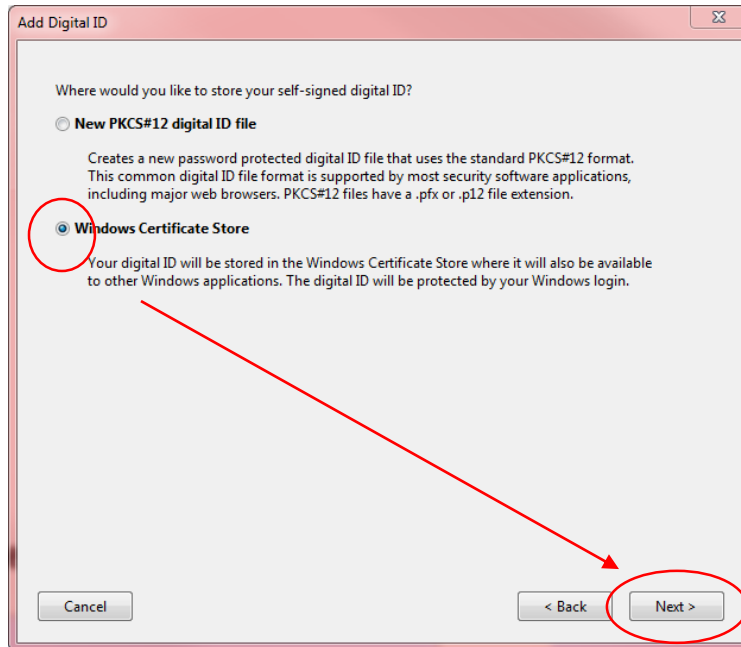
Step 2)

In the new window that will appear, click on the button for “A new digital ID I want to create now”. Click Next.



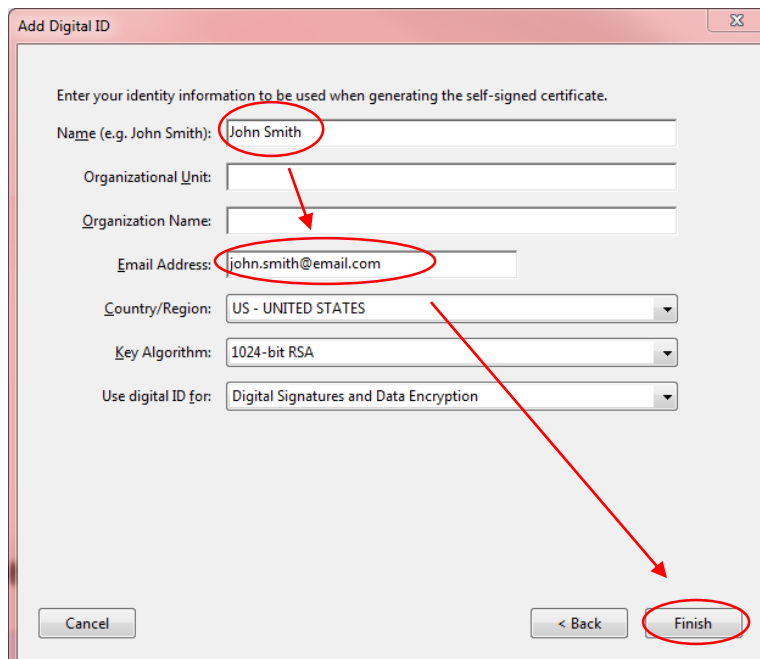
Step 3)

Click on the button for “Windows Certificate Store”. This will allow your signature to be used by other Windows applications. Click Next.



Step 4)

Enter your full name and email address. Click Finish.



Step 5)

Click “Sign” to e-sign the document. A window will appear asking you to save your signed document. Once it has been saved, your document is now complete.

For all future documents, this is the window that will now appear when you click in a signature field, allowing you to quickly e-sign your documents.

