Guided Steps to Digitally Sign a PDF Document

a. Ensure the relevant PDF document is saved on your desktop. Open with Acrobat Reader DC.

b. Fill in details, as applicable, in the space provided.

c. Click on the check boxes to choose an option as may be required.

d. Follow the steps as explained below to digitally sign your document.

e. Once completed, save it and send by email.

1. Step 1 - open the form and click on "tool" – refer to snapshot below:
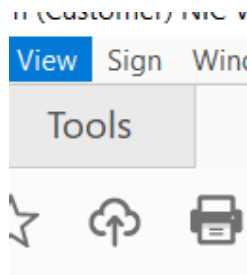
2. Step 2 - click on "fill and sign" - see snapshot below:

3. Step 3 - Click on "fill and sign" again – see Snapshot below:

4. Step 4 – We will be directed to the form again.

5. Step 5 – Click on "sign" on top of the Form - see snapshot hereunder:

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6.   Step 6 – We click on add signature – refer to snapshot below:

7.   Step 7 – We can draw of own signature or initial, type or add our original signature in Jpeg or other format in the form. – See snapshot below:

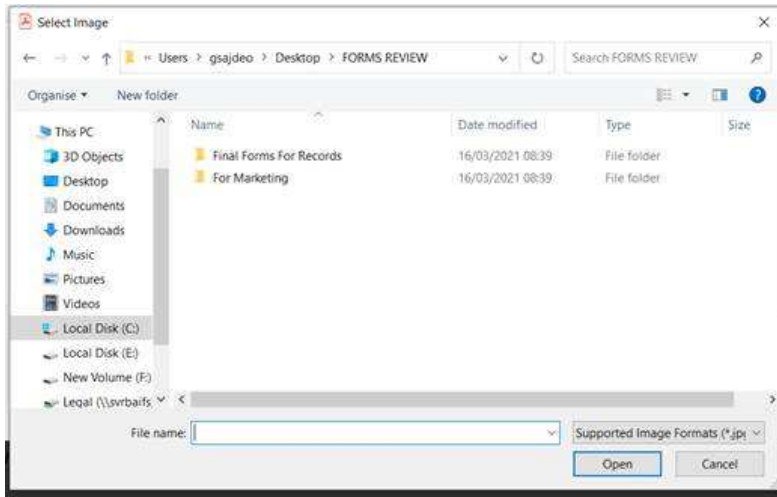8. If we type– **it will be as in the snapshot below**

Snapshot when typing.

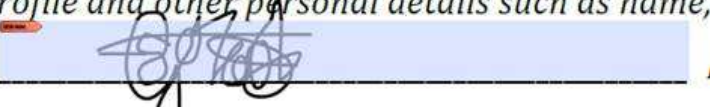9. If we draw our signature – this will be as in the Snapshot below:
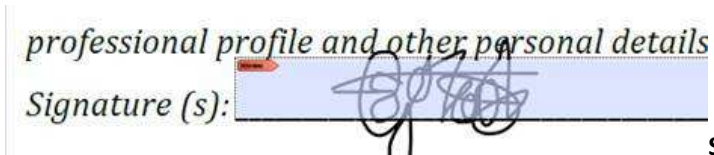
Snapshot when drawing.

10. If we want to add our original Signature in Jpeg, png, bmp etc format, the below table will open and we need to select the picture of our original signature we want to add in the form.

11.   Once any of Step 8 or 9 or 10 is selected, we only need to place the signature either in drawing, in typing or in picture on the Signature space on the Form – See snapshot below:

professional profile and other personal details such as name,

Signature (s): _____

12.   Alternatively, if our credential details have already been pre-configured on the application, we can choose to insert our pre-defined digital signature which will capture our credentials and the date and time we sign the document.

End of Job Aid