

E-Signature Instructions

1. Click on the signature line. The pdf reader should prompt you to create a “Digital ID” if you haven’t already done so.
2. You can then choose to create a new Digital ID. This file will be saved to your computer for reuse each time you digitally sign a form.
3. At this point you are prompted to give some information to identify you. Primarily just a name and email address. This is in a file that is contained on your computer and is not accessible to anyone else.
4. Finally, you may choose where you want the file to be saved and what password (if any) you’d like to protect the Digital File with.
5. All done! From now on you may simply click a digital signature cell and sign with your Digital ID.