

*Signing Your  
PDF Documents Electronically*

LUCOM  
Office of the Registrar



# *Step One:*

Sign a blank piece of paper.

Take a picture of the signature with your device (e.g. phone, iPad, webcam, etc.).

If taken with a device other than your computer, email the photo to yourself so that it can be saved on your computer.

This photo will be used in a later step.

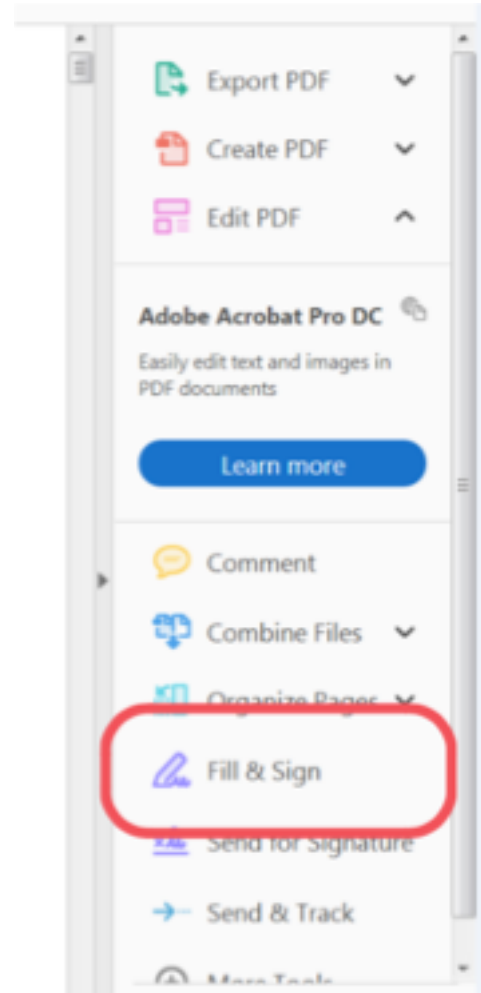


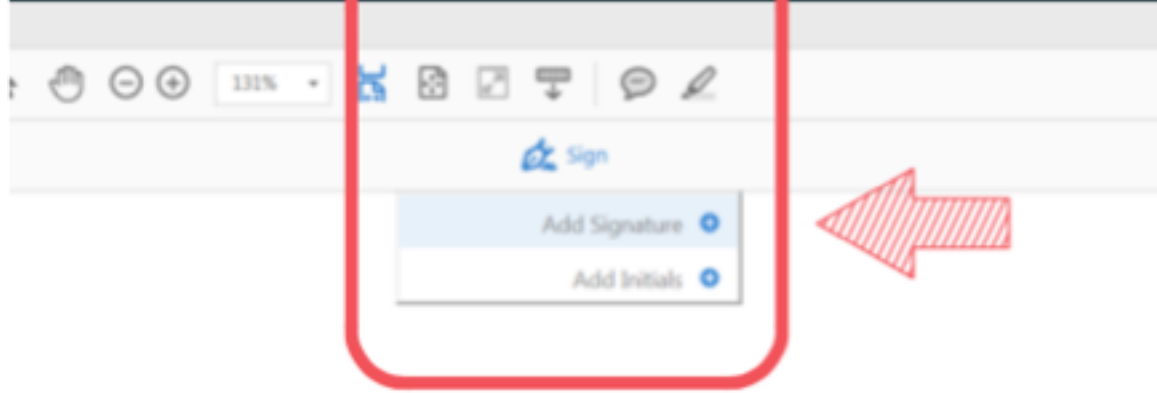
## *Step Two:*

Open your document.

Since it is a form-fillable PDF, it should automatically open in Adobe Acrobat Reader.

On the right-hand side, there is a *Fill & Sign* tab; select this.





***Step Three:*** at the top center of the page, select the *Sign* tab and Add Signature.





## *Step Four:*

This box will appear. Do not type or draw your signature into it. Instead, click on the image and Select Image.

This will open up a new box allowing you to select the document from your computer.





## *Step Five:*

Once you select your signature document, your signature will appear in the text box.

Select apply.



Signature: \_\_\_\_\_



### *Step Six:*

Now you will be able to drag and place your electronic signature to any place on the document.



# *Signing:*

Adobe will automatically save your signature in the program once you have completed these steps.

This will allow you to add in your signature to any additional places on the current document or another document.

Your saved signature can be found again, selecting the *Sign* tab at the top center of the page.

