# Notice about electronically signing documents:

**The Administrative Services Office prefers that all incoming documents be signed electronically in Adobe PDF via one of the two methods outlined below**. Adobe has two primary methods of e-signing PDF documents: the "Insert Signature" method and the "Stamping" method. If you have received a PDF form that has **fillable fields**, including a **fillable signature field**, please use **Method 1** below titled "*Inserting Your Signature.*" If the PDF form **does not have fillable fields**, please use **Method 2** below titled "*How to Set Up Your Adobe PDF Signature Stamp.*"

## Method 1: Inserting Your Signature

Use this method any time you are e-signing a document that has a fillable PDF field.

1. Click on the fillable Signature field on the form.
2. You will be prompted to Create or Sign In with a Digital ID.
   a. If you have already made one, select the Digital ID and click "**Continue**"
   b. If you have not made one, click "**Configure New Digital ID**" and follow the prompts
3. Your Digital ID should now appear for review. Click "**Sign**" to insert your signature.

**Note: you may be prompted to re-save the document in a new location. You can save it in the same location and overwrite the existing file if you do not want duplicates.**

## Method 2: How to Set Up Your Adobe PDF Signature Stamp

The instructions below indicate how to create a stamp of your signature and initials in PDF. The process is quick and easy and should only need to be done once. Once you've set it up, you need only open up the PDF to sign, select your own signature or initials, and "stamp" it onto the document. You can resize the stamp as needed. This saves only to your PC/Adobe account, so no one else can use your signature without logging onto your computer/account. **Note: stamping your signature will lock any fillable fields that have been placed on the document. If the document has a fillable signature field, please use Method 1 instead. If it does not, please make sure all fillable fields have been correctly entered.**

1. Open any PDF document (or just open Adobe)
   a. Make sure your document is opening up in the Adobe program itself – not through a browser.

2. On the right, click on the "Fill & Sign" icon 

3. At the top, click on the "Sign" button 
4. You should then see two fields to "add signature" and "add initials"
5. Click on each to <u>DRAW</u> your signature/initials. Repeat for each one.
   a. Although there is a "typed" option, you are encouraged to draw it yourself with your mouse so that your signature is more authentic.
   b. If you have a tablet and/or stylus/pencil, you can draw your signature and initials in a drawing/sketch app, send the picture to your work computer, and then upload the image instead. If you prefer to do it this way, **please make sure the picture you create has a transparent background – you don't want your signature stamp to block out the document!**
6. Now, every time you need to sign or initial a document, just click on the "fill & sign" button, then click the "sign" button, and your signature and initials will be there. Click on one and "stamp" it onto the document to sign. Be sure to save the document!