



Create and Insert an Electronic Signature in Your PDF Documents

This document illustrates the procedures to E-sign your PDF documents using the Adobe Acrobat Reader Application and the Microsoft Office App.

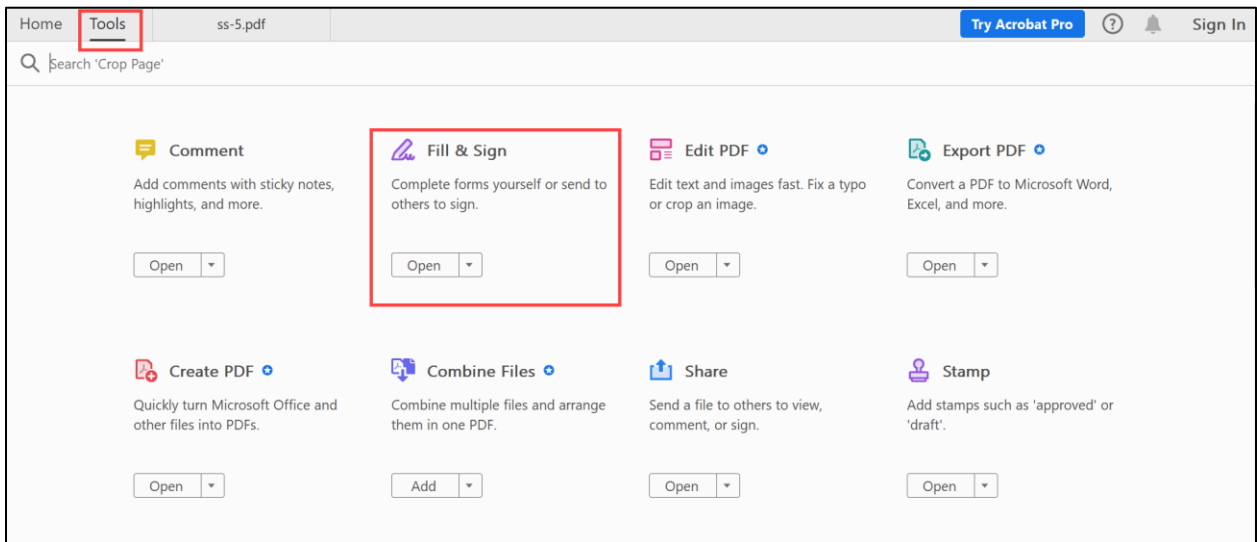
Electronic Signature or E-sign is a digital version of your signature that is used to sign digital documents. You can use E-sign to attest to the document or approve it.

Sign a PDF using Adobe Acrobat Reader application

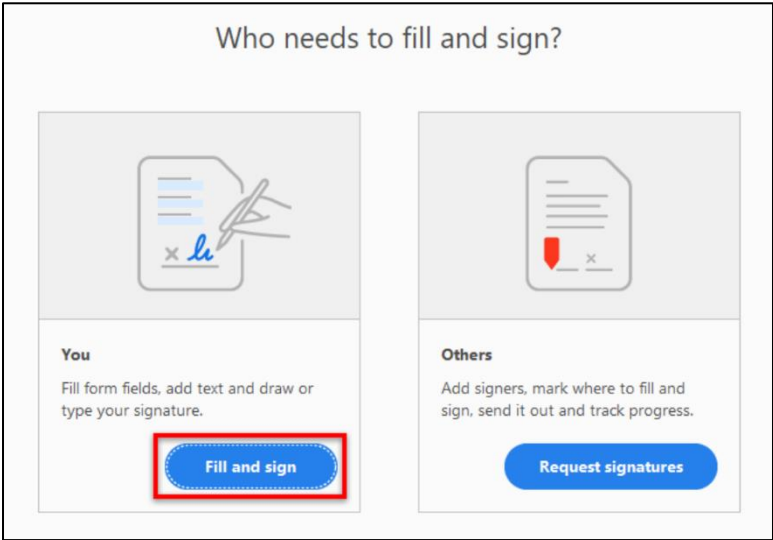
1. Open the PDF document that you want to E-sign using the **Adobe Acrobat Reader** application
2. Click on the **Signature** icon in the toolbar



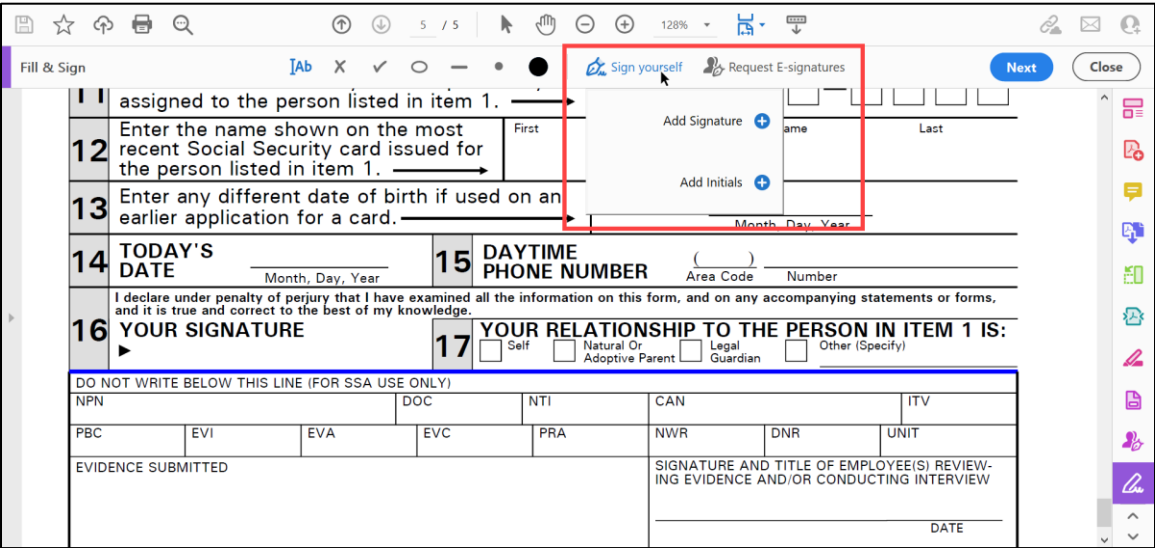
3. If you cannot locate the icon in the toolbar, you can choose **Tools**, then **Fill & Sign**



4. The Fill & Sign option will open. Choose the 'Fill & Sign' option to add your signature



5. Click on the 'Sign yourself' option on the toolbar. A dropdown with 'Add Signature' and 'Add Initials' will open



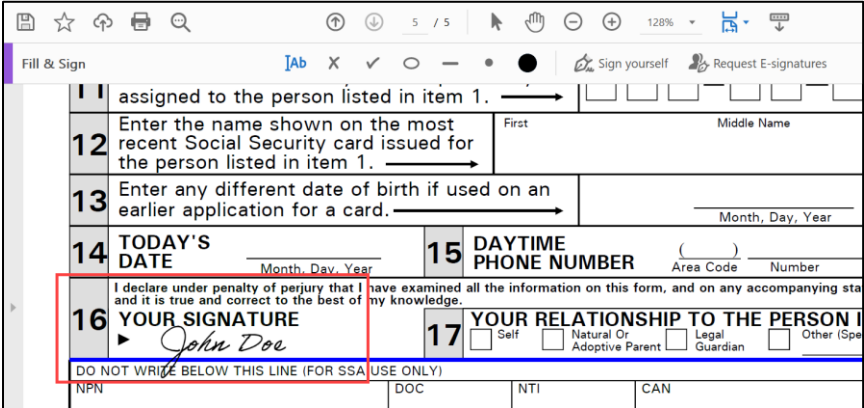
- 6. Click on 'Add Signature' and type your name or the initials using the 'Type' option. You can change the style of your signature using the variations available.



- 7. If your device is touchscreen or digital pen compatible, then you can click on the 'Draw' option and sign it with your hand.



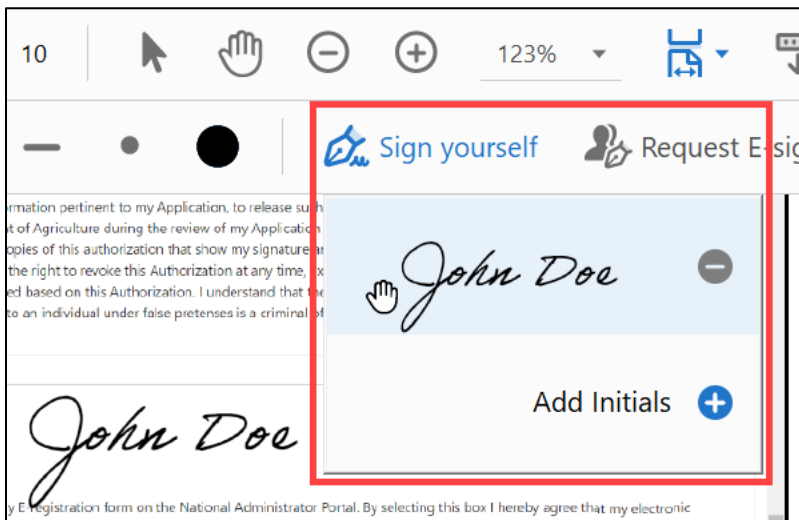
- 8. Click on 'Save signature' to be able to use the same E-signature on other documents. Click on 'Apply' and your E-signature will hover on the cursor. Place it inside the box where you want your E-signature to appear.



- Once placed, the E-signature can be clicked and dragged until you are happy with its position. You can resize the E-signature and delete it by selecting the blue-dot handle and border highlighted by clicking on the signature.

13	Enter any different date of birth if used on an earlier application for a card. _____	
14	TODAY'S DATE _____ Month, Day, Year	15
16	I declare under penalty of perjury that I have examined this application and the information provided is true and correct to the best of my knowledge. YOUR SIGNATURE <i>John Doe</i>	17
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)		
NPN		DOC

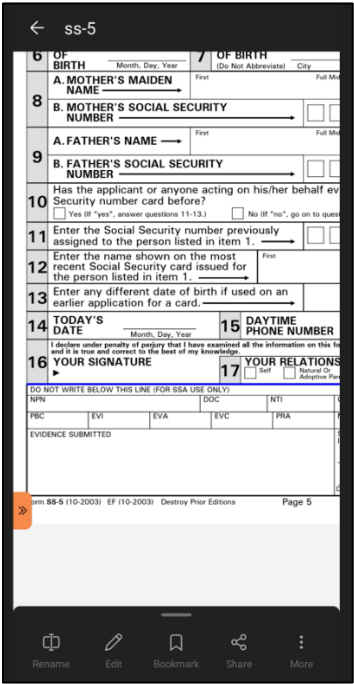
- Once you create your E-signature and save it, you can upload multiple PDFs and sign them using the same signature. After opening a new document, click on the signature icon on the toolbar or follow **Tools**, then **Fill & Sign**. Select the **'Sign yourself'** option and now you can use your previously saved E-signature.



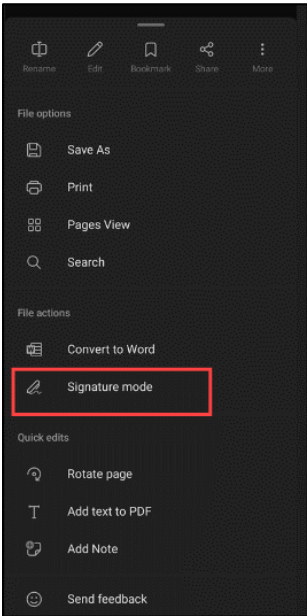
Sign PDF Documents using the Microsoft Office App

To sign documents using a mobile phone or tablet, you can use the **Microsoft Office App** available in the [Apple App Store](#) and [Google Play](#).

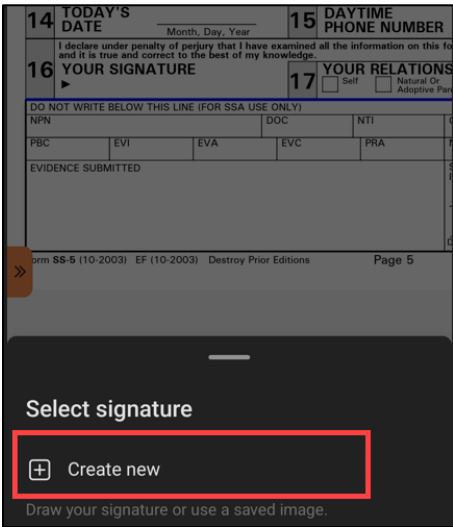
1. Once the app is installed, open it, and locate the file that you want to sign.



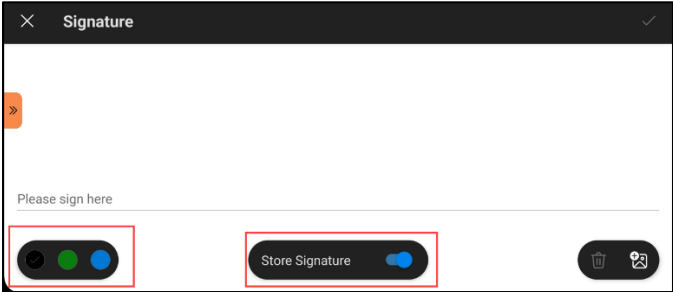
2. Click on the **'More'** option at the bottom right corner of the app. From the options displayed on screen click on **'Signature mode.'**



- 3. From the select signature option, click on 'Create New'.



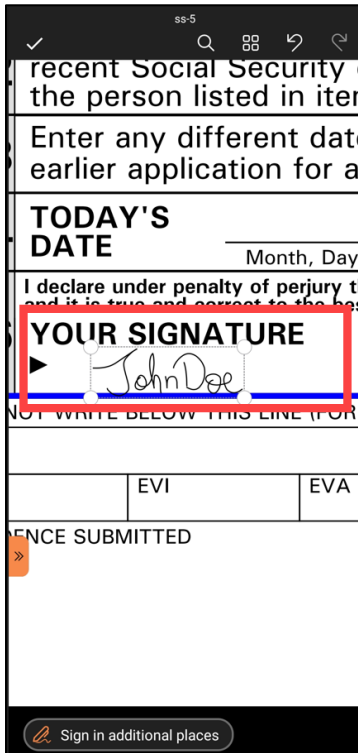
- 4. You can now create your E-signature using your fingers or a digital pen (Stylus) in the white space. You can customize your signature (Black, blue, or green). Tap the 'Store Signature' button to save your E-signature for future use.



- 5. Create your E-signature and tap on the right check mark in the right top corner to save it. If you want to redo your E-signature, click on the delete icon in the bottom right corner and the E-signature will be erased.



- You can now drag and place the E-signature on your document. Click on the white dot to resize the E-signature.



- You have successfully E-signed your document. To upload your E-signature on other documents you can use the saved E-signature and avoid repeating the above process. Open the document click on **More**, then **Signature mode**, then **Select signature** and select the saved signature from the list.

