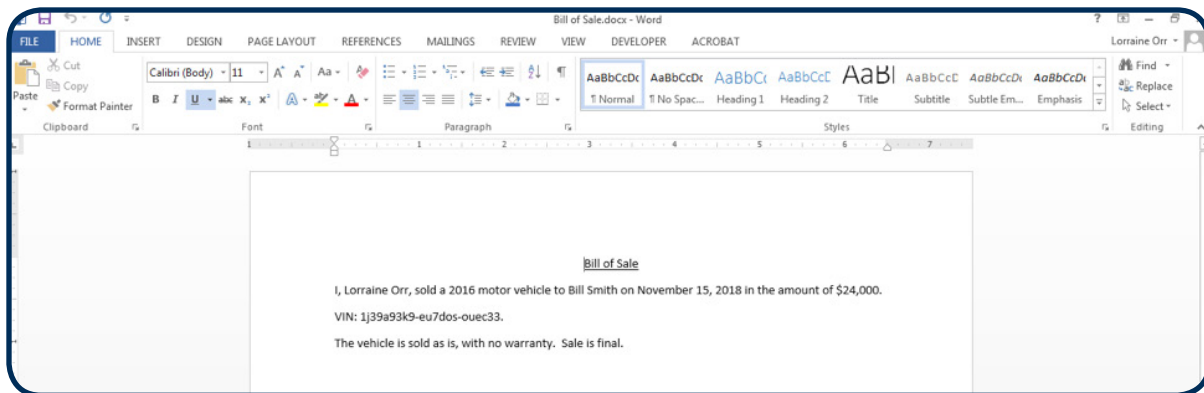
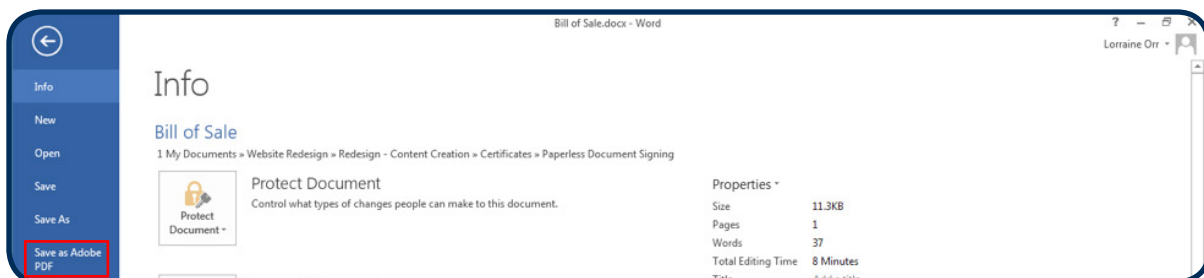


Creating and Digitally Signing an Adobe® PDF Document

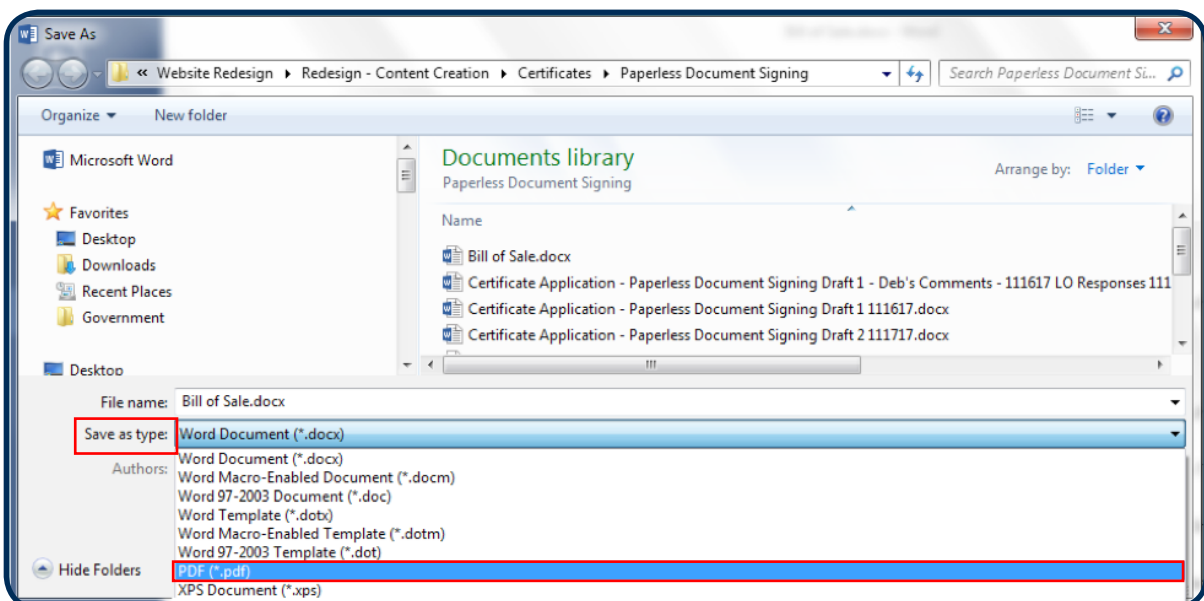
Step 1: Create a document in Microsoft® Word.



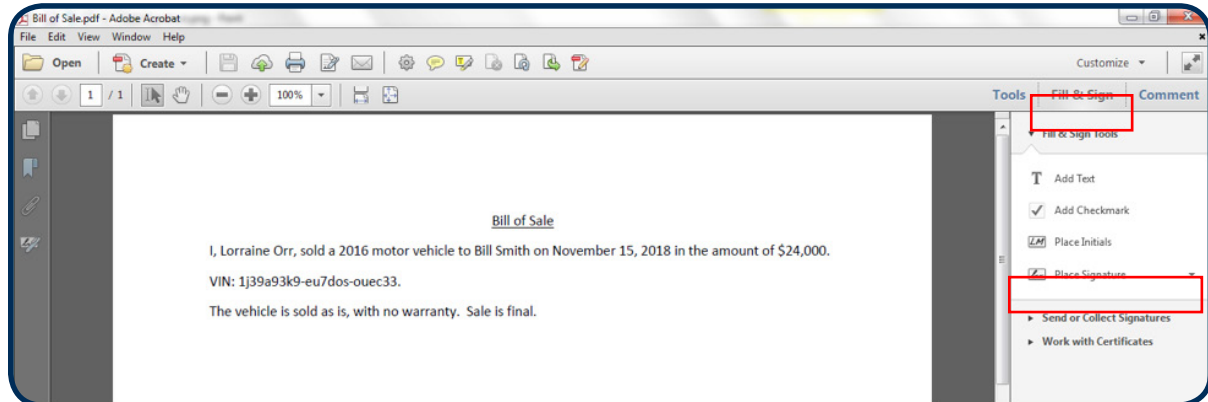
Step 2: Save the document as an Adobe® PDF.



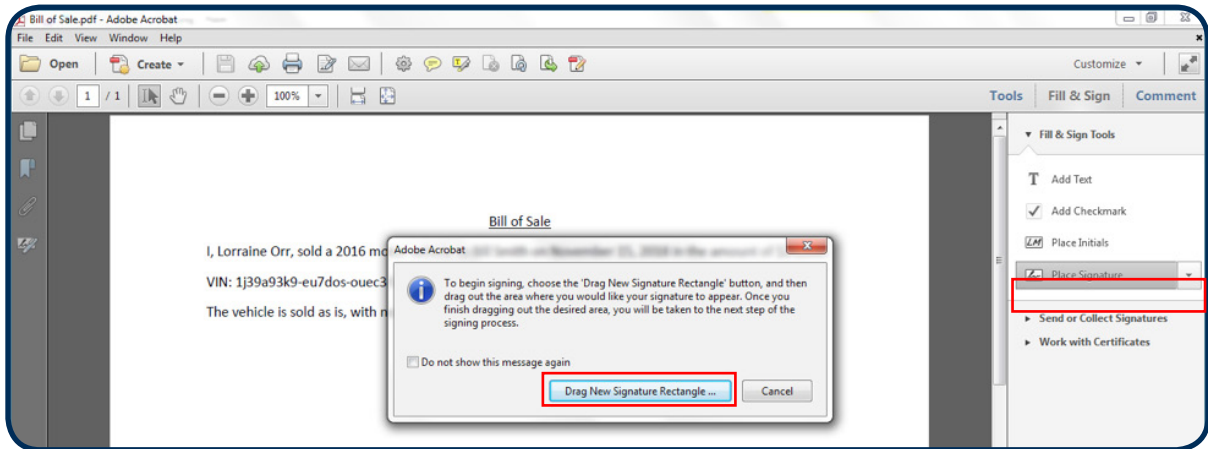
Some Word versions require that you **“Save as Type PDF”**.



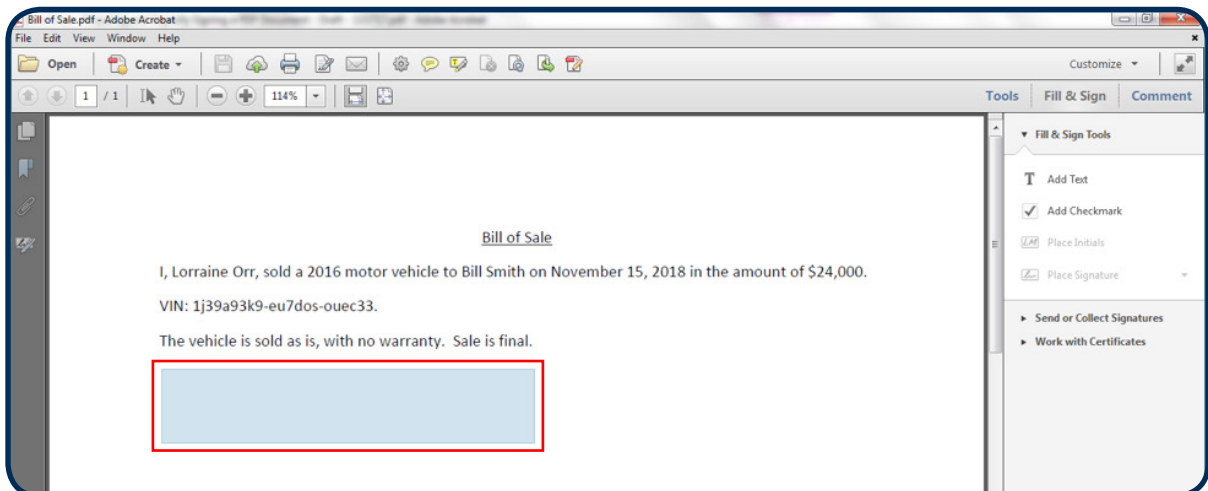
Step 3: Open the PDF and under the “Fill & Sign” option, select “Place Signature”.



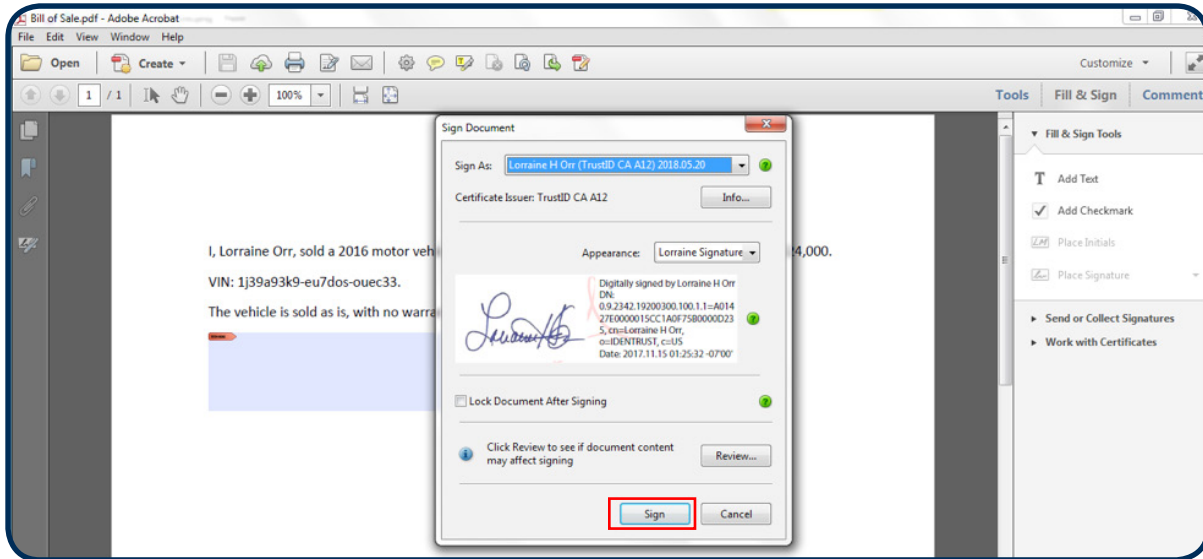
Step 4: Click on “Drag New Signature Rectangle”.



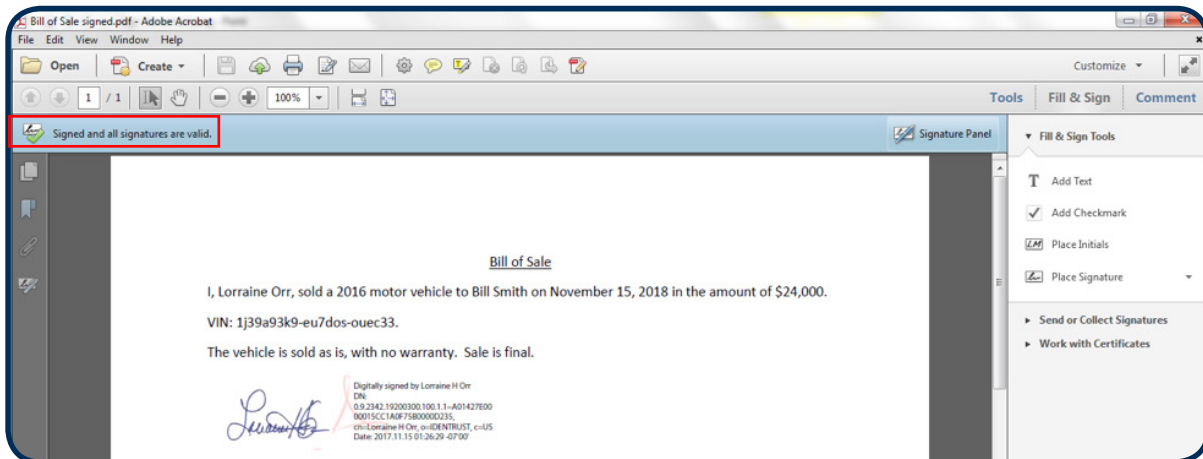
Step 5: Draw the “Signature Rectangle” which will launch the digital signing function.



Step 6: Digitally sign the PDF document.



Step 7: Validate the signature.



Step 8: Add more signatures to the PDF by following the same process.