

Adobe Fill & Sign

Adobe Fill and Sign is a solution in Acrobat to insert a signature electronically for **non-legally binding** options.

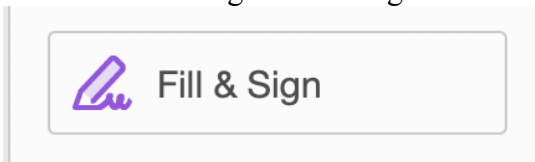
NOTE: to differentiate from Adobe Sign, this process will refer to the act of adding a signature as "Stamping" rather than signing.

Prerequisites:

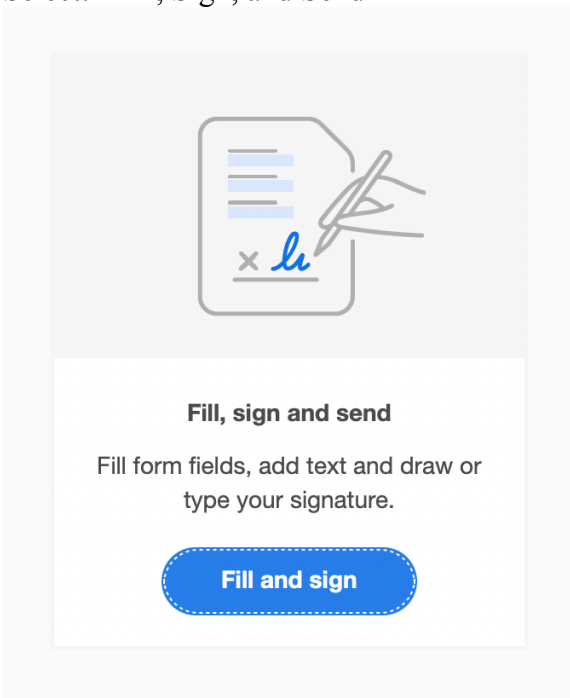
- Adobe Acrobat Pro
 - log in using WesternAccount
 - a PDF to sign

Procedure:

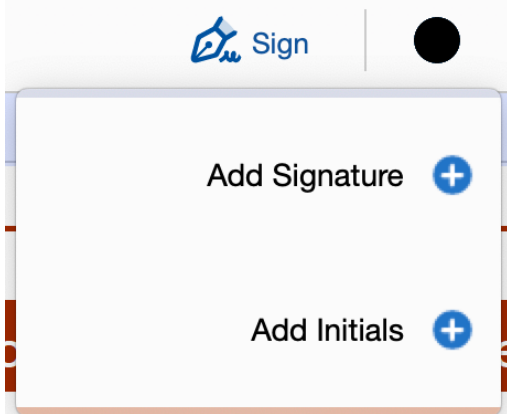
1. Open the PDF that needs to have a signature stamped on it
2. Click "Fill and Sign" on the right menu bar



3. Select: "Fill, Sign, and Send"



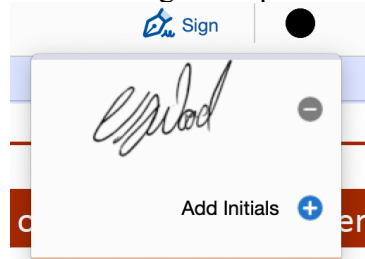
4. Click on "Sign" in the top menu to add a signature



5. Click the blue "+" to add a signature



1. You can type your name, and have it stylized
2. you can select the "Draw" option to use your trackpad or mobile device to draw
3. Select "Image" to upload a PNG or picture of your signature



6. When you've set your signature, click it to place on the document

