

Digital Signature Basic Instructions (for Windows PC)

If you have a regular PC, this *should* work just fine.

Step 1. Make sure you have Adobe Reader DC installed. (it's the most current version and FREE from Adobe) Others have found Docuhub or Lumin PDF to work (both free apps).

Step 2. **Download the form** (instead of just opening it in email). It will not work if you do not click the download arrow.

Step 3. Save the form (will probably default to you downloads folder).

Step 4. Click in the employee signature line. When you click the signature field, the form will prompt you to create a digital signature or draw or type a signature.

Step 5. Save form again.

Step 6. Email the signed version to the designated person.

For anyone using a Macintosh, some people have had success using Docuhub or Lumin PDF to sign. Both are free applications as well.