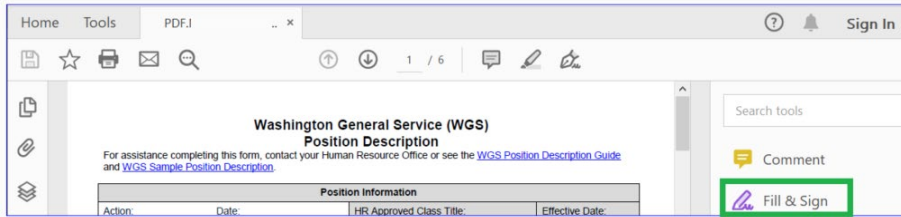


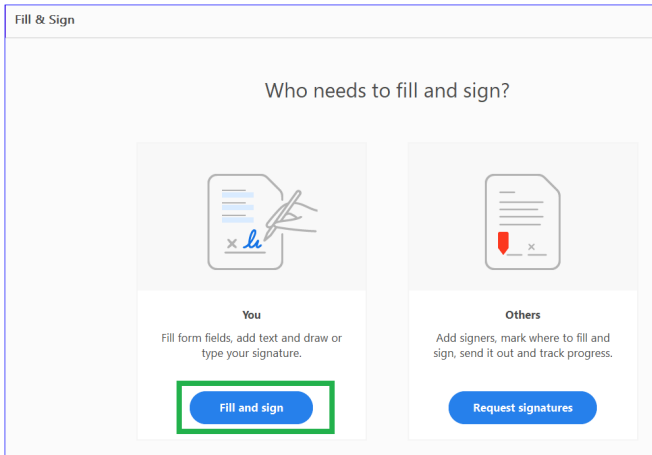
Signing Electronically

In order to sign documents electronically, documents need to be saved first as a PDF.

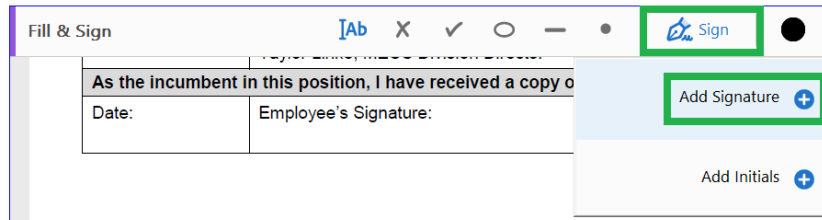
1. From the Tools window, select **Fill & Sign**.



2. From the “Who needs to fill and sign?” popup, select **Fill and Sign**.

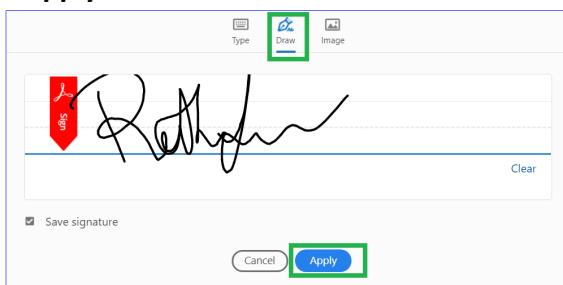


3. On the Fill & Sign tool bar, select **Sign**. Next to the Add Signature click on the “+” symbol to add your signature.



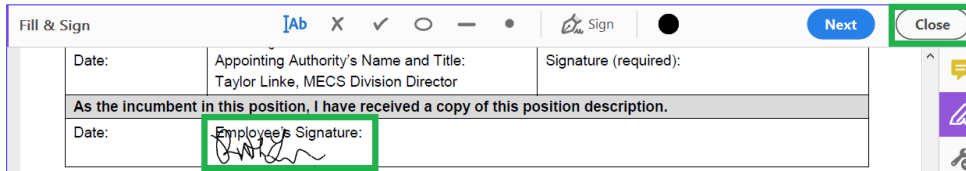
4. A signature box will appear, select the **Draw** option. Using the laptop’s stylus pen, sign your name in the designated area.
 - If you need to redo your signature, click **Clear**.

5. Click **Apply**.



Signing Electronically

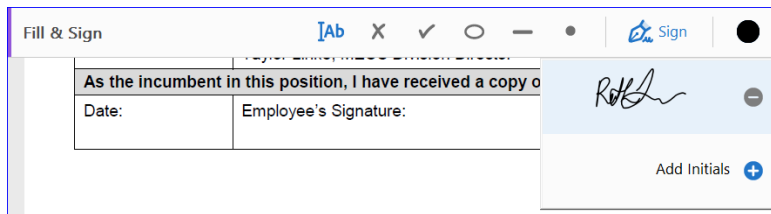
- Once you hit **Apply**, your signature will be visible in place of the arrow (or another symbol) of your mouse cursor. Move the signature to the desired section of your document and left click on your mouse to place your signature.
- Click **Close** on the Sign & Fill tool bar when you are done signing the document.



The screenshot shows the 'Fill & Sign' toolbar with various icons. The 'Close' button is highlighted with a green box. The document content includes a table with the following text:

Date:	Appointing Authority's Name and Title: Taylor Linke, MECS Division Director	Signature (required):
As the incumbent in this position, I have received a copy of this position description.		
Date:	Employee's Signature:	

Note! Now that you've added your signature, it will be listed under the **Sign** drop down anytime you open/view a PDF.



The screenshot shows the 'Fill & Sign' toolbar with the 'Sign' dropdown menu open. The signature is visible in the dropdown menu, and the 'Add Initials' button is also visible.

As the incumbent in this position, I have received a copy of		
Date:	Employee's Signature:	