

Steps to Complete and Sign a Form with Adobe

1. **Open the Form:** Open the PDF in Adobe Acrobat or Adobe Acrobat Reader.
2. **Fill & Sign Tool:** Click on the **Fill & Sign** tool in the right-hand pane or top toolbar.
3. **Fill Fields:** Click on any fillable field to type text. Checkboxes can be selected by clicking on them.
4. **Sign the Form:** Click **Sign** in the top toolbar, then click **Add Signature**.
 - **Draw:** Draw your signature using your mouse, touchpad, or touchscreen.
 - **Image:** Upload an image of your signature.
5. **Apply and Position:** Click **Apply**, then move the signature to the correct location and click to place it.
6. **Save/Send:** Save the document via File > Save, or use the **Send** icon to email it.

Steps to Sign Online - Free Adobe Web Tool

1. Navigate to the [Adobe Fill & Sign site](#).
2. Upload your document and sign in if necessary.
3. Use the top toolbar to fill in text and click **Sign** to add your signature.
4. Download the finalized document.