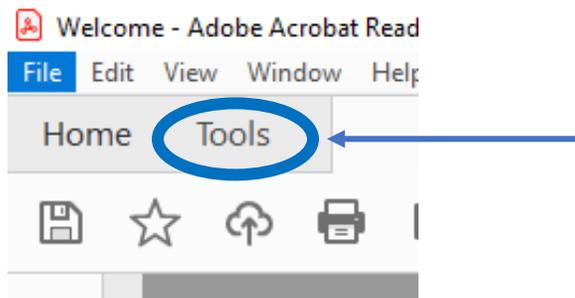# DIGITALLY SIGN A PDF IN ADOBE

1. Open the document on adobe acrobat

2. Click on the Tools tab in the top left corner under the main menu bar
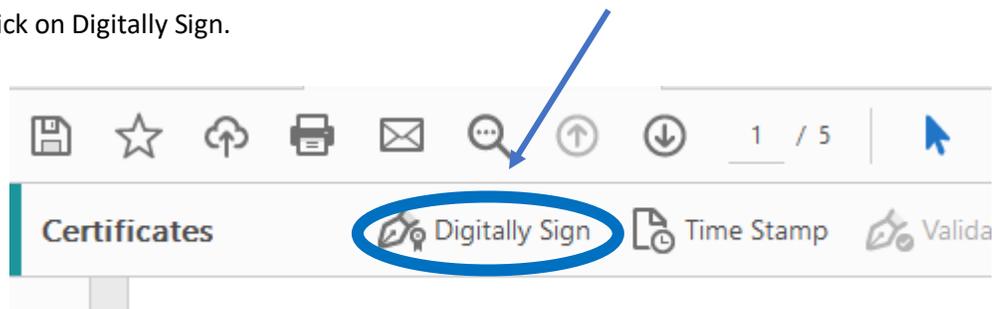

3. Search for "Certificates" then click on it.

   It will then open the form with that tool provided so now in the navigation tab at the top of your document, it should give you options to sign the form including a "digitally sign".

4. Click on Digitally Sign.

5. Use the mouse to draw a rectangular shape in the area you would like the signature to appear.

6. Once you are done with step 5, you will be able to create or add an existing your digital signature ID.