

HOW TO PROVIDE DIGITAL SIGNATURE STEP-BY-STEP GUIDE

Provide e-Signature (or Digital Signature) Using Your *Mobile*

1. Open the email from Adobe requesting for signature.
2. Click on “Review and Sign” - this will open a webpage.
3. Enter all the details you wish to include in the fields/boxes.
4. Tap on the Signature field.
5. Enter your name in the box provided.
6. Using your finger or a touch pen, draw your signature.
7. Once you are happy with your signature, click “Apply”.
8. Click the button “Finish”.
9. This will then automatically send us the completed agreement. You will also receive the final copy in your mailbox.

WATCH VIDEO: <https://youtu.be/ZCVrMyhUwIA>

Provide e-Signature (or Digital Signature) Using Your *Desktop*

1. Open the email from Adobe requesting for signature.
2. Click on “Review and Sign” - this will open a webpage.
3. Enter all the details you wish to include in the fields/boxes.
4. Click on the box where it says “Click here to sign”.
5. You can sign the document by typing your name, drawing your signature or insert an image file of your signature.
6. Once you have signed you document, enter your name in the box provided.
7. Click “Apply”.
8. Once you are happy with your signature, click “Finished”
9. This will then automatically send us the completed agreement. You will also receive the final copy in your mailbox.

WATCH VIDEO: <https://youtu.be/PDgOpbig1go>