**Adding a signature with Adobe Reader**

Save a copy of the form to your local computer or network

Click on Fill & Sign



Fill in all applicable areas of the form

Click on the Sign Icon at the top and Click Add Signature



Type your name in the box and click Apply



This will create a floating signature

Move your mouse to the signature line of the document and drop (click to release the signature)



Save a copy of your document ( Message below will appear )

Click on Save a Copy



You must enter a new file name



Once the document is saved you can submit as per standard process (please retain a copy for your records)