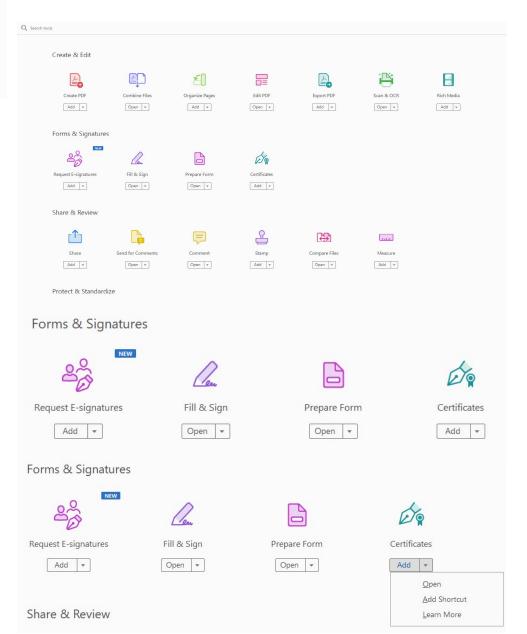
Signing a Fillable PDF Document without Locking it in Acrobat

Action Wizard Fill & Sign Send for Comments Comment Scan & OCR Compare Files More Tools

A new screen will open with a list of tools.

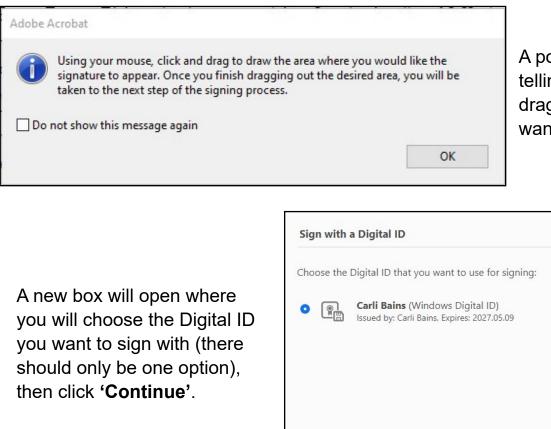
The option you want is under the *"Forms & Signatures"* category.

Click on the down arrow next to '**Add**' under the "Certificates" option and choose '**Open'**. There is a tool sidebar in your Adobe Acrobat, at the bottom of the list there should be an option that says "More Tools", click on that option.



Certificates	Digitally Sign	Time Stamp	🗞 Validate All Signatures	윤 Certify
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There will now be a tool bar above your document, click 'Digitally Sign' to sign your document.



A pop up box will open telling you to click and drag a box where you want your signature.

	Sign with a Digital ID	×
A new box will open where you will choose the Digital ID you want to sign with (there should only be one option), then click 'Continue' .	Choose the Digital ID that you of Carli Bains (Wind Issued by: Carli Bain:	
Sign as "Carli Bains"	(?)	Configure New Digital ID Cancel Continue
Appearance Standard Text 🗸	Create	
Carli Bains Bains Digitally signed by Carli Bains Date: 2024.01.25 09:51:18 -08'00'		The next box allows you to choose your Signature appearance. Make sure the box next
Lock document after signing Review document content that may affect signing	View Certificate Details	to 'Lock document after signing' is <u>unchecked</u> before you click sign.
	Back Sign	