Sign a document with Adobe Fill and Sign

Adobe Acrobat Reader is not only useful for opening PDF files, you can also use it for eSignature.

If you're looking for a simple way to add your signature to a document, we suggest you use **Adobe Fill & Sign**, which is a free feature of Adobe Acrobat Reader

How to use Adobe Fill and Sign

1. Launch Adobe Acrobat Reader
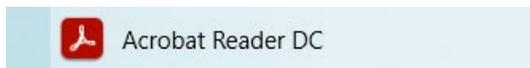
2. Click on Tools then Fill & Sign
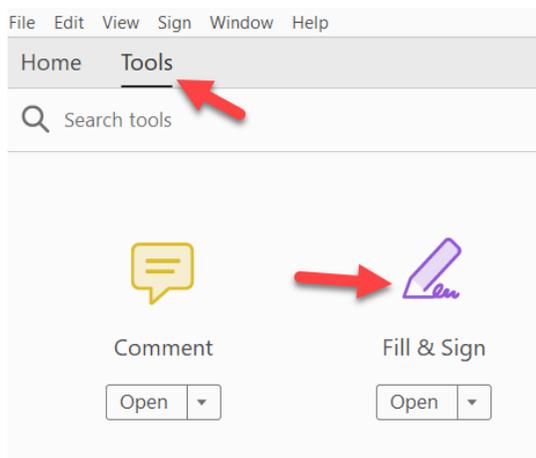
3. Select the PDF file you want to sign

4. Click on **Fill and sign**

Fill, sign and send
Fill form fields, add text and draw or
type your signature.

Fill and sign

Note: Do not choose the "Request signatures" option. Adobe will ask you to upload the document on Adobe Cloud to collect one on more signature. We have disallowed this cloud solution because it is not suitable for storing any protected or personal information. See the Cloud Services directives for more information.

5. In the Fill and Sign ribbon, click on the **Sign** button. From there, click **add signature.**
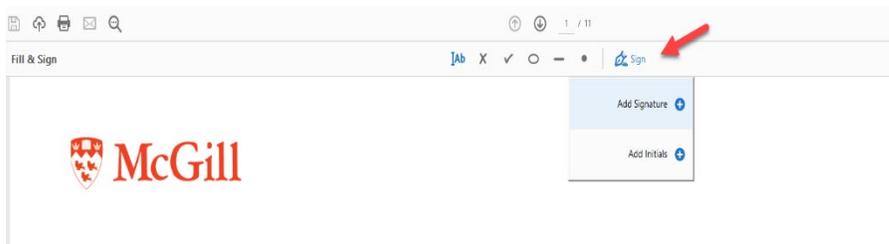
6. When you click Add Signature, you can select **Type**, **Draw** or **Image** to upload your signature.

   Click **Apply** to save your Signature.
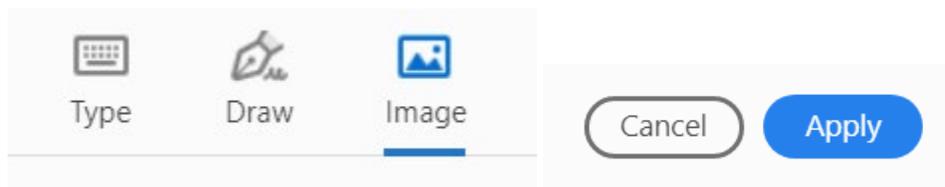
7. You can then insert your signature and add additional text such as date by clicking anywhere in the document.

8. Click **File > Save as** to generate a new PDF with the signature
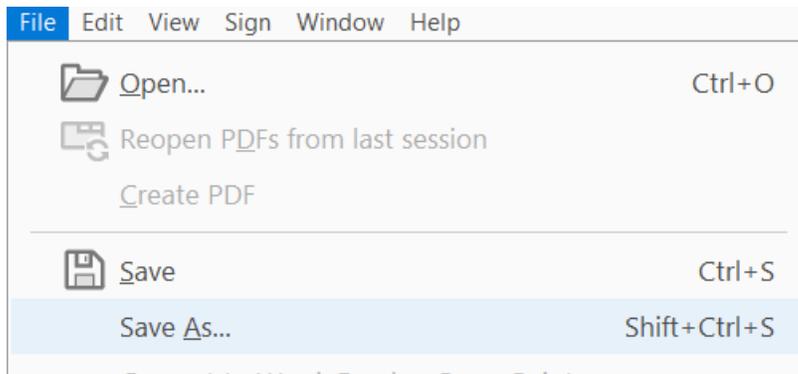
9. Send your signed document via email.

   Note: Sending the signed pdf by email is a good way to prove your identity and give consent as it requires authentication. The signed PDF file stand alone is NOT sufficient to prove your identity and consent.