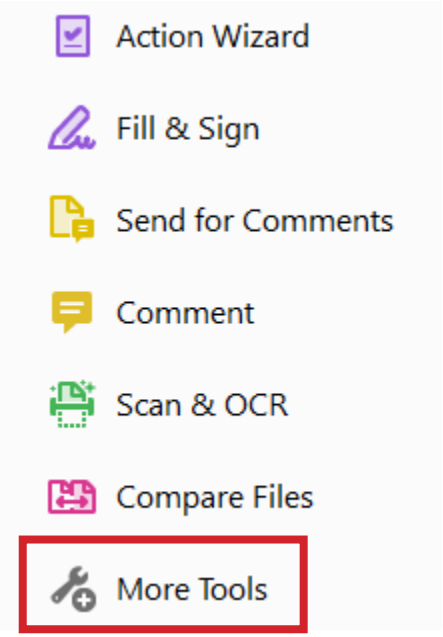
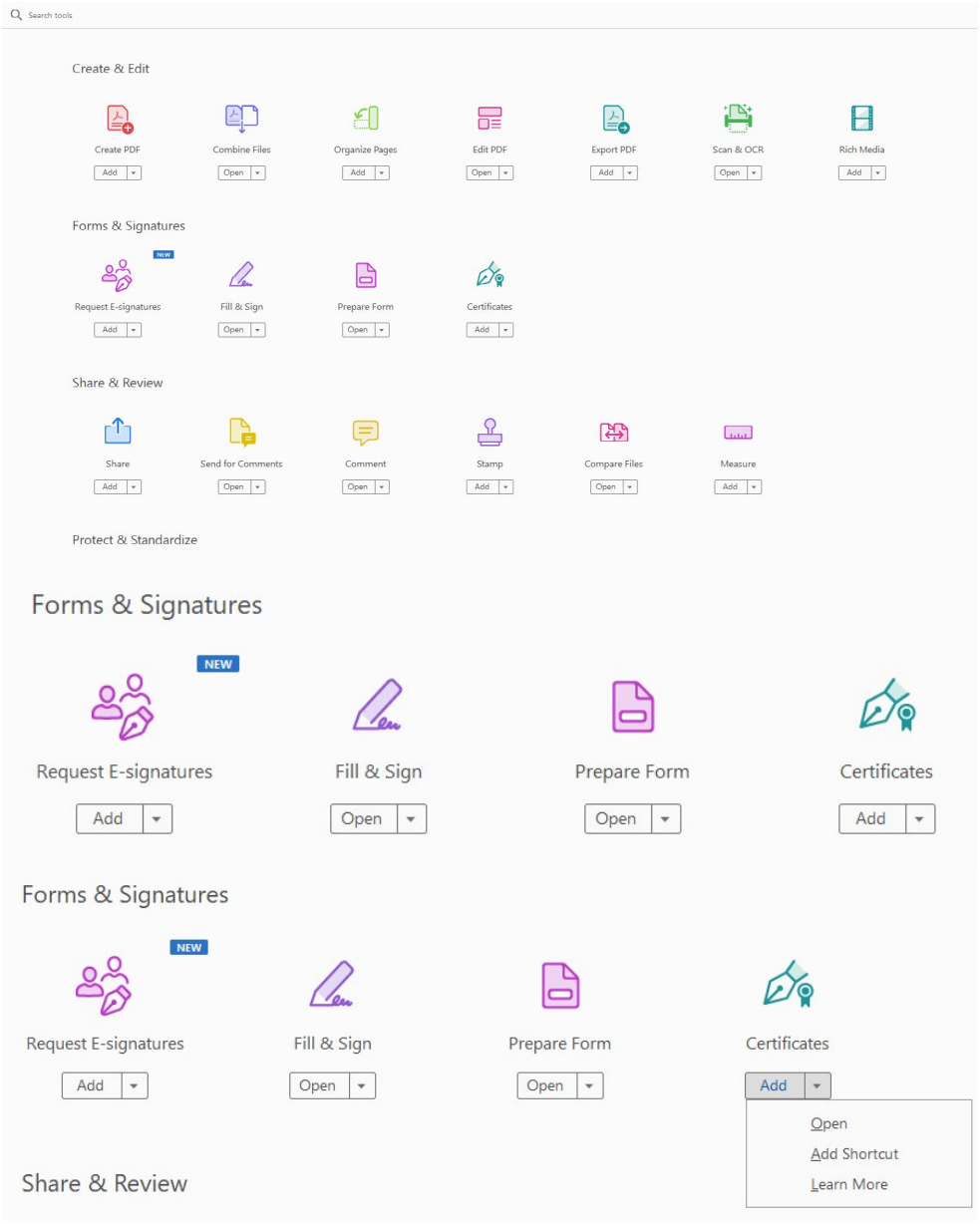
Signing a Fillable PDF Document without Locking it in Acrobat



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.

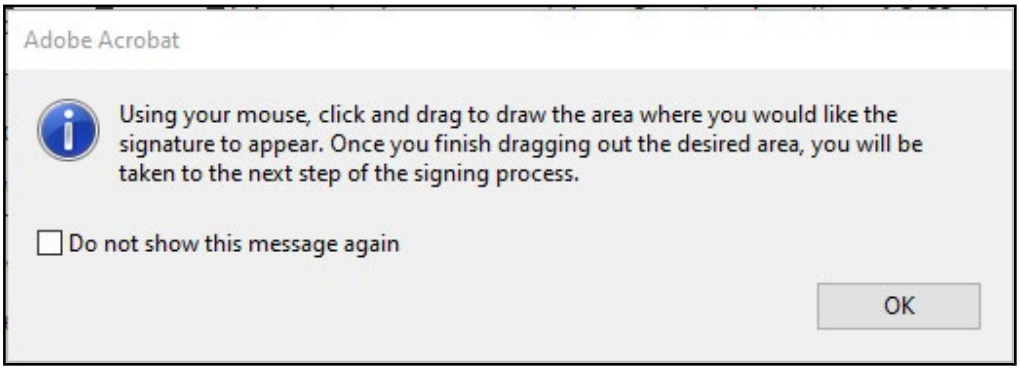
A new screen will open with a list of tools.



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

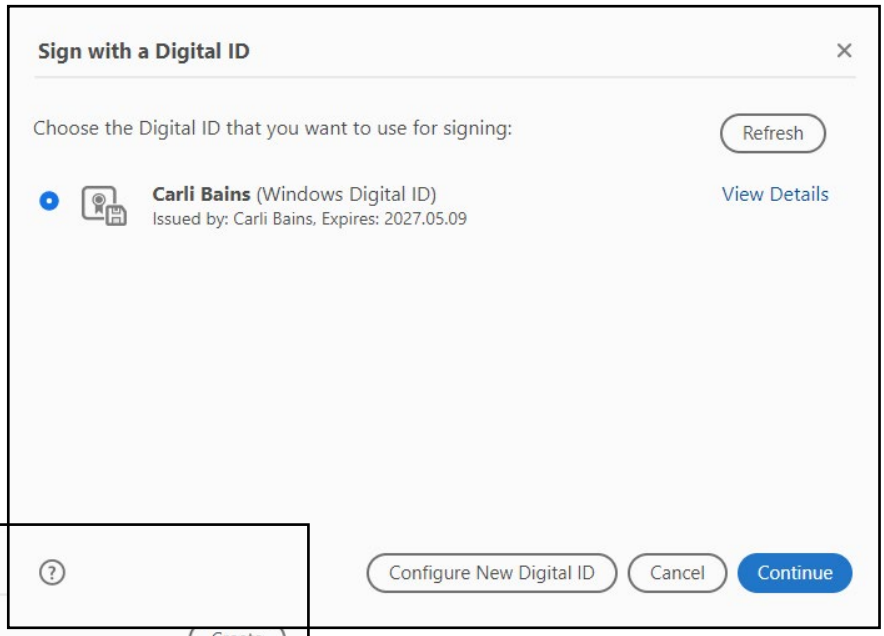
Click on the down arrow next to **'Add'** under the ***"Certificates"*** option and choose **'Open'**.

There 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.

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’**.



The next box allows you to choose your Signature appearance.
Make sure the box next to ‘Lock document after signing’ is <u>unchecked</u> before you click sign.