


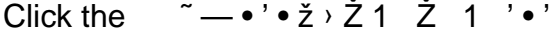
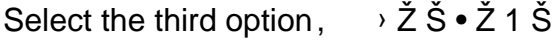



## Instructions for Signing Fillable PDFs Using Adobe Acrobat

1. If Adobe Acrobat is not yet installed on your computer , then please contact OIT for installation (2017 version is recommended)
2.  at the top left of the Adobe Acrobat application
4. 
5. 
6. Click the  button at the bottom of the prompt.
7. Select the third option, ; then click the Continue button.
8. Select the first option, ; then click the Continue button.
9. Enter your full name in the Name field.
10. Enter your Department in the Organizational Unit field.
11. Enter your College in the Organization Name field.
12. Enter your FAU email in the Email field .
13. Leave all other options as their defaults, then click the Continue button.
14. Enter a password to protect your digital signature , and leave the location of the file at the default location.
15. Click the Save button at the bottom right .
16. Choose your Digital ID to sign the document, then click the Continue button.