



Southwestern Minnesota Synod
Evangelical Lutheran Church in America

HOW TO ELECTRONICALLY SIGN A DOCUMENT.

1. If you do not already have the free app, **Adobe Acrobat Reader**, please download it now by [Clicking here](#)
2. Open the PDF Fillable form. In the signature section click “Sign” and then “add signature”.
3. You can create a signature in one of three ways. By default, Adobe Reader selects “Type” so you can type your name and have it converted to a signature. (This won’t look like a real signature, so it isn’t ideal).
4. Another way would be to select “Draw” and then draw your signature using your mouse or a touchscreen. You can also select “image” if you’d like to sign a piece of paper, scan it and add your written signature.
5. After creating a signature, click “Apply” to apply it to document. Leave “Save Signature” checked and you can quickly add this signature in the future.
6. Position your signature where you want it with your mouse and click to apply it. If you choose to save your signature, you’ll find it easily accessible in the “Sign” menu in the future.
7. To save your signed PDF document, click File – Save and select a location for the file.

If you questions or difficulties, contact tammy.schacher@swmnelca.org