**A.** *On the top this form, clic the* ***‘Sign’*** *fountain pen Icon…*



**B.** *Click* ***‘Add Signature’****…*

 

 **C.** *(1) Click the* ***‘Draw’*** *Icon (NOTE: This must be a cursor/mouse drawn signature…all typed signature will not be accepted), (2) Draw your signature with your cursor/mouse, (3) Click the blue* ***‘Apply’*** *Icon…*



**D.** *Drag your new signature to the appropriate location and release the cursor. Your document is now signed!*

