JOB AID

Guidance on the use of electronic signatures

Many internal processes in the Organization have already been digitized and can be directly accomplished within enterprise solutions such as Umoja or inspira. Transactions performed in these systems no longer require a physical ink-on-paper signature, also known as a "wet signature". Those outside the scope of these systems and some internal communications, however, still do.

In these cases, electronic signatures would allow the Organization to support flexible work arrangements and telecommuting while reducing the carbon footprint and increasing efficiency.

This job aid details how to electronically sign PDF documents with a clear and legible electronic image of your ink-on-paper signature, using Adobe Acrobat Reader on a Mac, Windows PC, iPhone, Android, or tablet. You may also electronically sign a document with your finger or a stylus (if your device allows) or with a mouse.

Similar to current paper-based processes, the validity of the signature is not predicated on the signature itself, but it emerges from the context of the exchange of documents and the fact that a master copy of the document that was signed is retained by the signatory and the department or office responsible for the respective process. This requires that the master copy is stored in a secure and controlled digital repository that records when and by whom the document has been uploaded. Approved digital repositories include Unite Docs, and SharePoint Online or SharePoint sites that were established as part of the Unite Workspace Project.

Please see the following options to create an electronic signature using Adobe Acrobat Reader: A. for Mac or Windows PC, B. For iPhone, Android or tablet. There is also an additional instruction to create an electronic image of your ink-on-paper signature for use in any of these devices.
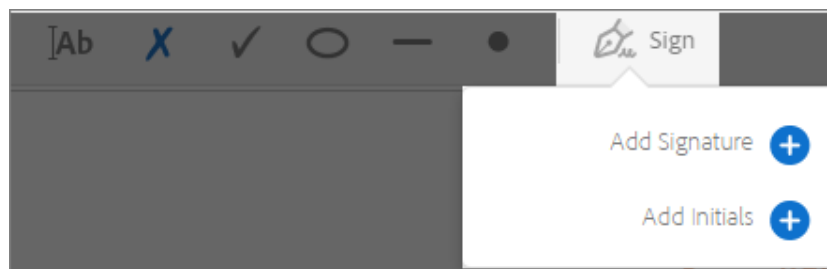
Information has been sourced from adobe.com.

A. Sign a PDF using Adobe Acrobat Reader for Mac or Windows PC

1. Open the PDF document or form that you want to sign. Click on the **Fill & Sign** option in the right toolbar.

2. Click the **Sign** icon in the toolbar and then choose whether you want to **Add Signature** or **Add Initials**. Click on the plus sign.

3. If you've already added your signature image or initials image to Adobe Acrobat Reader, just select the one you want from the **Sign** options, then click at the location in the PDF where you want to place your signature. Go to the next step.

   If you are signing for the first time, the **Signature** or **Initials** panel will open. Below is an example of the Signature panel.
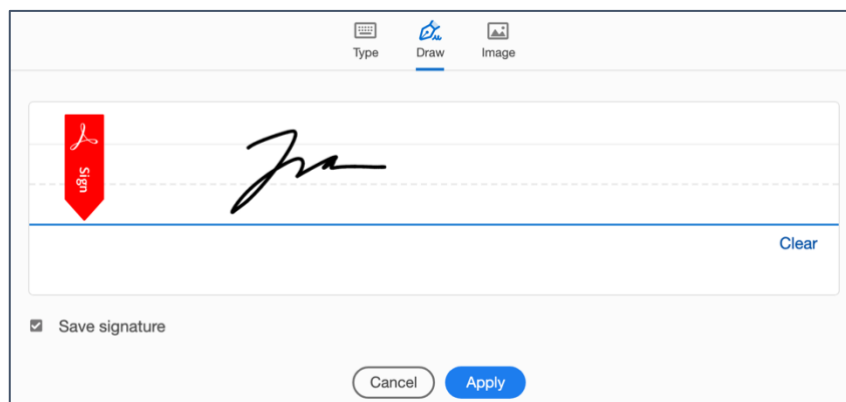
Choose from the two preferred signing options: **Draw** or **Image**.

- o **Draw**: Draw your signature in the field.

- o **Image**: Browse and select an image of your signature.

- o **Save Signature**: When this check box is selected and when you are signed into Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

Click **Apply**, and then click at the location in the PDF where you want to place your signature or initials.

4. To move the placed signature, click the image to highlight it. Then either use the arrow keys to move it or hover over the image with the mouse and click-and-hold to move it.

5. To resize or delete the image, use the options that appear in the image toolbar.

B. Sign a PDF using Adobe Acrobat Reader for iPhone, Android or Tablet

1. Open a PDF in the [Adobe Acrobat Reader mobile app](#).

2. Click 🖊 and then ✍ **Fill & Sign**.

3. Click the **Sign** icon ✍.

4. If no signature has been previously stored on the device, click **Create Signature**.

    To remove an existing signature, click ➖ (to the right of the image), then click **Create Signature**.

5. In the Create Signature window, select one of the three available methods:

- o Click **Draw** to hand draw a signature.

- o Click **Image** to choose an image on your device.

- o Click **Camera** to use your camera to capture an image of your signature.

Note: Enable **Save to Device** at the bottom of the window to store the signature on your device for future use.
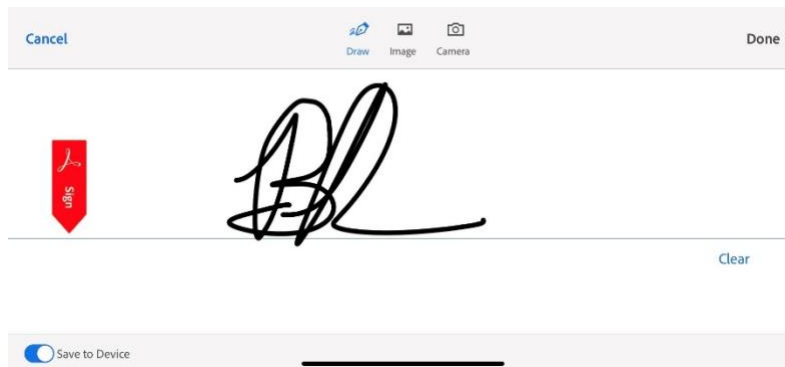
6. Click **Done** if you are satisfied with the signature; or **Clear** to try again.

7. To sign the document, tap anywhere in the document to place the signature.

8. To move the placed signature, drag it to a new location.

9. To resize the signature, drag the resize arrows.

10. To remove a signature that you have just placed, click on the signature and chose 🗑 . Important note: signatures cannot be changed or removed once the signed document is saved.

11. Click outside the signature to exit the signing mode.

Additional Instruction:

How to create a digital image of your ink-on-paper signature for use in a Mac or Windows PC, iPhone, Android, or tablet

In addition to signing with your finger, stylus or mouse, you can create an image of your signature as follows:

1. **Using a scanner:** Sign your name in black ink in the middle of a blank sheet of white paper. Scan the page and save it as a JPEG or PNG file—ideally to your OneDrive.

   Note: If you can only scan and save the image as a PDF, open the saved PDF and use the Snipping Tool (or similar) to capture the signature, then save it as a JPEG or PNG file.

2. **Using your mobile phone or tablet:** Sign your name in black ink in the middle of a blank sheet of white paper. Take a picture of your signature with your mobile phone or tablet. The image can now be used as an electronic signature. For use on your Mac or Windows PC, send it to yourself by email and save the image, or store it in OneDrive.