

# HOW TO GUIDE

## CREATE AN ELECTRONIC SIGNATURE

An electronic signature provides the same legal standing as a handwritten signature as long as it adheres to the SA Electronic Communications and Transactions Act, 2002.

### STEP 1

Open the FSP agreement in PDF

### STEP 2

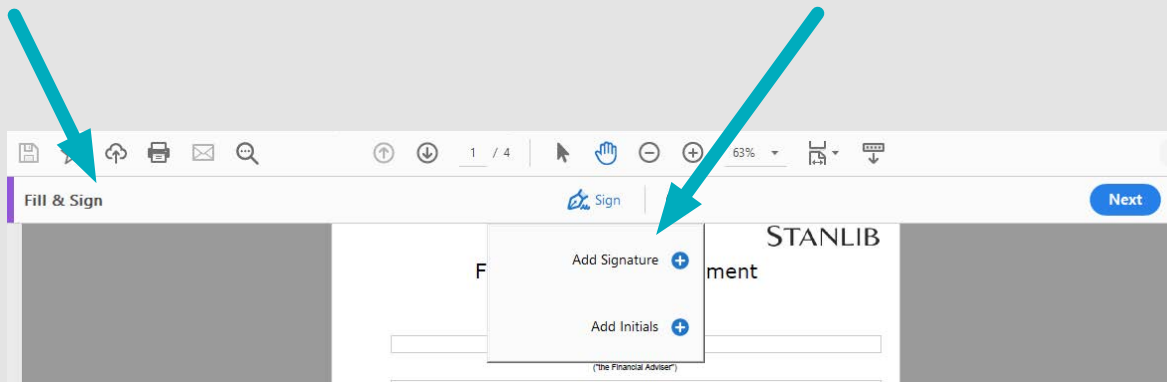
Click on the signature pen icon in the top toolbar.



### STEP 3

The screen will change into:

'Fill and Sign' mode and a drop down will open with an area to 'Add Signature'



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## CREATE AN ELECTRONIC SIGNATURE (CONTINUED)

### STEP 4

Adobe will give you 3 options to load your signature

#### A) Type

This will suffice when you are completing forms or a letter but will not be accepted in the place of a handwritten signature.

#### B) Draw

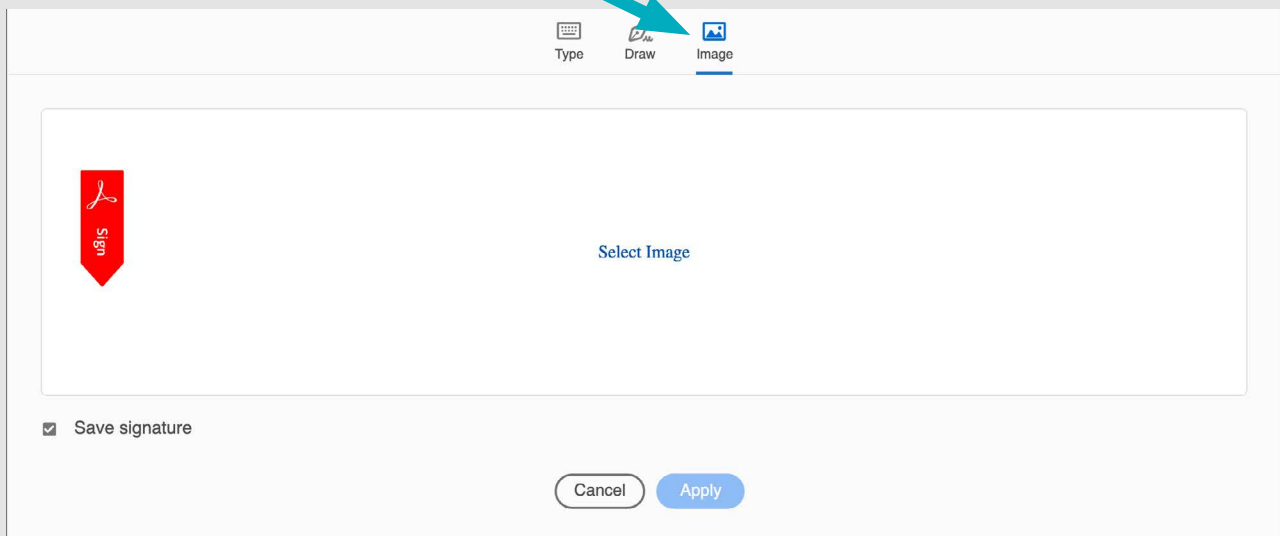
When using this method, you can sign your signature using a mouse/digital pen/mousepad on your laptop.

#### C) Image

This option allows you to do an ink signature and then upload it to your computer. Sign a blank piece of paper and then upload the image either by taking a photograph of it and emailing it to yourself or scanning it in on your computer.

### STEP 4 (continued)

- 1) Click on the image icon.
- 2) A window will appear where you can retrieve the copy of your signature.
- 3) Click apply.
- 4) Once the signature has been uploaded you will be able to retrieve it in Adobe without having to upload it again.



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## CREATE AN ELECTRONIC SIGNATURE (CONTINUED)

### TO USE YOUR UPLOADED ELECTRONIC SIGNATURE

- 1) Open a document in Adobe.
- 2) Click on the signature pen reflected in the top toolbar.



- 3) Your signature should appear – click on it and it will appear within your document
- 4) Drag the signature to where it is required.

The YouTube clip available below provides a video tutorial of how to upload an electronic signature:

<https://www.youtube.com/watch?v=eF5z8eMcZN8>

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