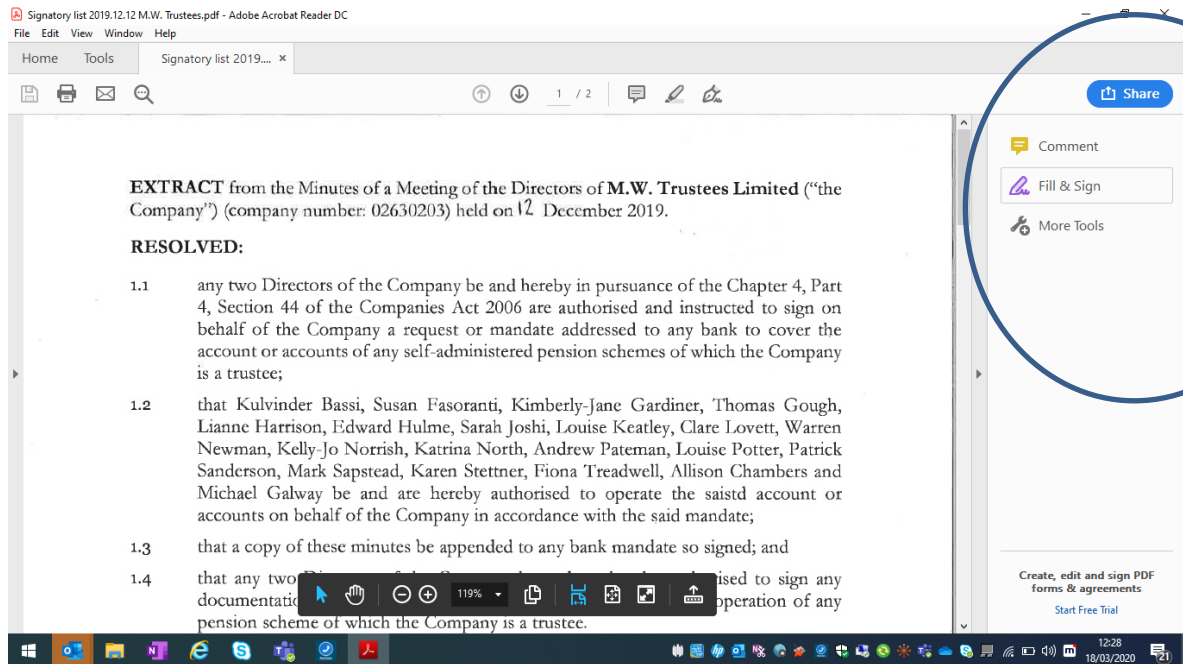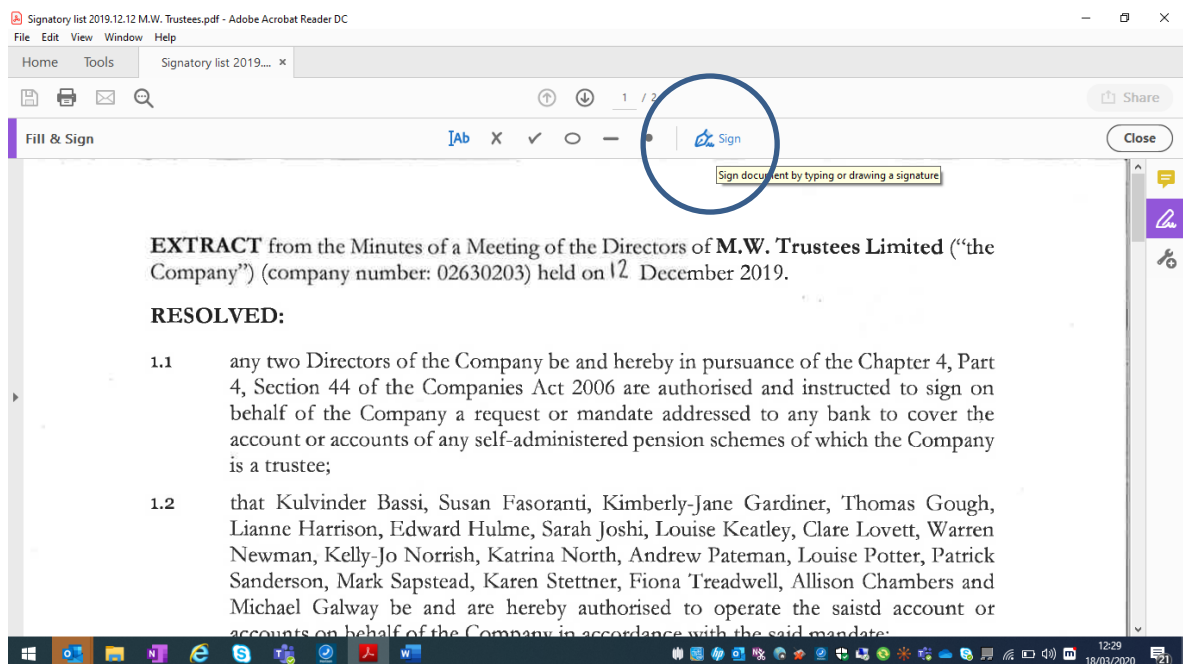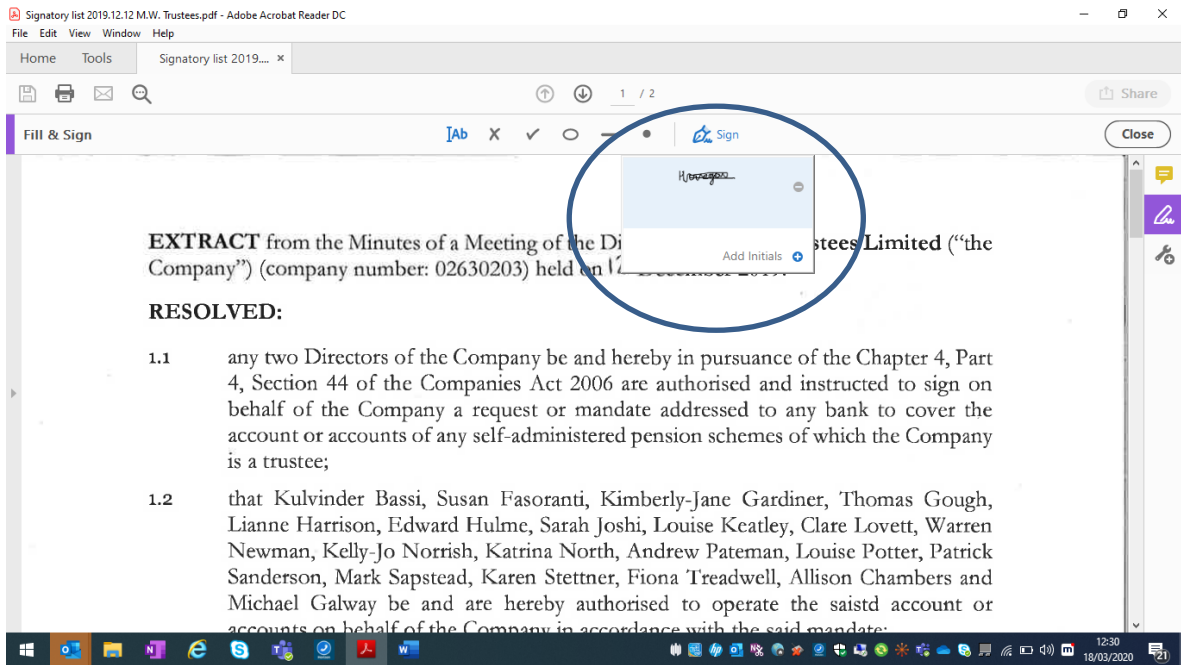Step 1: Open the PDF, which should have the options circled below:

2. Click on Fill & Sign. This should give you the 'Sign' option circled below:

3. I have a saved signature, circled, which can be selected and saved into the document. If you don't have an existing signature, please use the procedure set out in 4.

4. If you don't have an existing signature, select the 'Add Initials' and the 'add button' and the below will then appear where you can draw your signature. If you select 'Save initials', this will then appear as per 3. above next time you open a document to sign.