

How to Electronically Sign a Document Using Adobe Acrobat Reader

Please download the applicable forms from the WCMHC website and follow the instructions below to sign electronically.

To download the forms, please click on the appropriate link on the New Client page. The document will open in your browser window. Look for a downward facing arrow (usually in the top right corner of the image) or the word “Download” and click. The PDF should then start the download process and appear on the bottom of your screen (It may appear elsewhere if you are not using Google Chrome browser). The browser may also give you the option of saving the document in a specific location on your computer, we recommend saving the file to your desktop so you can find it easily later in the process.

In order to sign the documents electronically, you will then need to download Adobe Acrobat Reader, which is a free program. It can be found at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html> - You can highlight/select this link, then copy and paste it to your browser search. We recommend downloading the free version of the Adobe Acrobat Reader DC, not the free trial version of Adobe Acrobat Pro.

Once the program is downloaded, follow the steps to install the program. Once completed, open your download forms in Adobe Acrobat Reader by going to the saved file location (We recommend that you saved them to your desktop). Right click on the file and select Open with. Select Adobe Acrobat Reader from the list of programs.

Next, you will need to create your signature. On the right side of the screen, select the Fill & Sign Tool. Once opened, navigate to the top of the screen and select Sign (it will have a pen symbol next to it). From the drop-down menu, select Add Signature. On the new window that opens, you have the option to type your name, draw your name with the mouse, or upload an image of your signature. These options are listed at the top of the pop-up window. If you choose to type your signature, you have the option to change the font style on the lower right-hand side. If you choose to draw your signature, you have the option to clear the writing as many times as you like until you are happy with your signature. Once you are satisfied with the signature, ensure that the box on the lower left-hand side is checked so it will save your signature and then click the blue Apply button at the bottom center of the pop-up window.

Now Read through the Legal Forms. Wherever it requests your signature, you just need to click on the line (your cursor should look like a Capital IAB as you move about the screen. Click twice and a text box will appear. Navigate up to the Sign button again at the top center of the page, when the drop down menu appears, click on you signature and then click again where you want to apply the signature.

To add the date or any other information to a document, double click where you want to add the info so the text box will appear, then start typing in the box instead of grabbing your signature from the top of the screen. You can extend the size of the box by grabbing the edge of the box if necessary. The text box will also expand as you continue to type in it.

Congratulations, you have signed the document! Please repeat this signing process for the rest of the forms. Once you have completed signing and filling out the forms, please navigate to the top left corner and click File, then select Save from the drop-down menu. If you wish to rename the document, select Save As.