How to create a FREE electronic signature in Adobe Acrobat Reader

Instructions may vary depending on the program version, these are for version 2015.008.20082; performs best with Firefox and Internet Explorer. May not work properly with a hand-held device. You can download the most recent version of Adobe Reader DC here - https://get.adobe.com/reader/ - for free.

1. From within a document, click on the pen icon and select Sign Document, select choice shown below the hit Next. Alternately select Fill & Sign from the ribbon and select Place Signature.
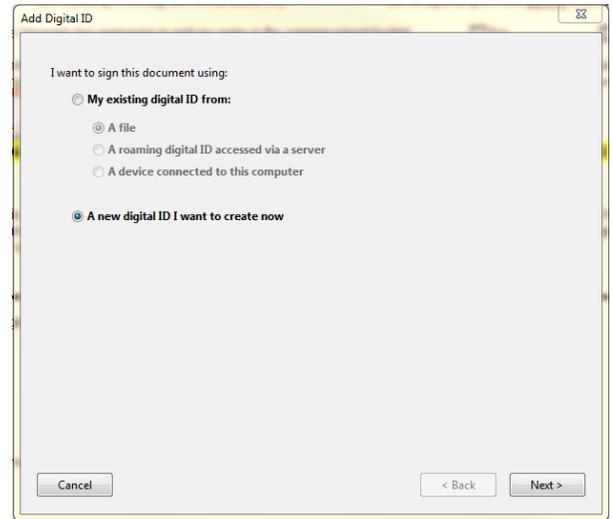
2. Select the option indicated [the Windows Store requires payment].
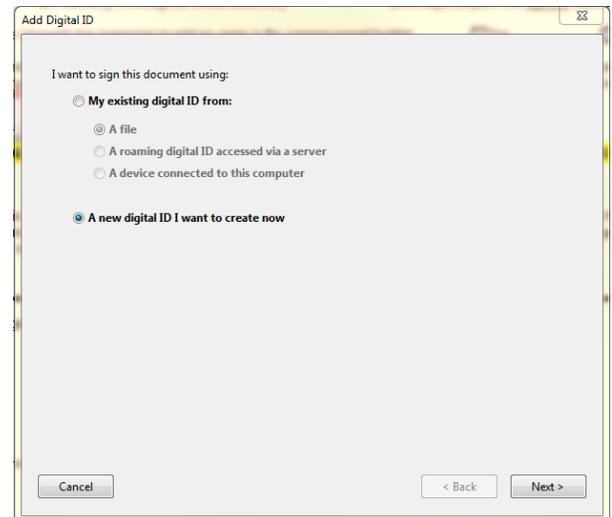
3. Use your first and last name in the first box – feel free to add credentials after, if you prefer.
    i. Org. Unit – Your Department – ex: Counseling, Chemistry, etc.
    ii. Org. Name – University of Missouri – St. Louis
    iii. E-Mail Address – use your UMSL e-mail address.
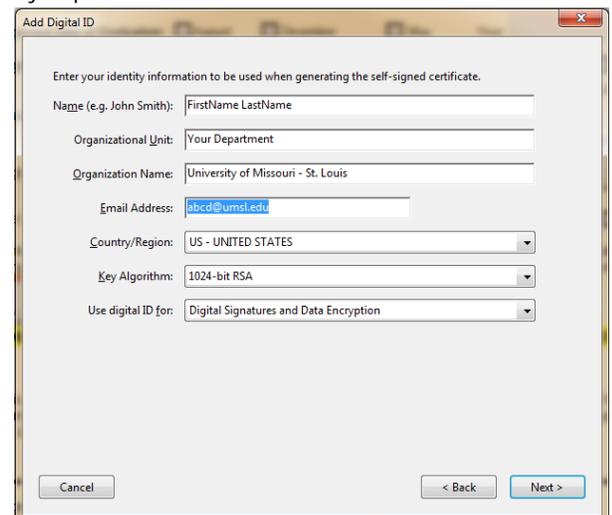
4. Create a password and confirm the password. Click Finish. Make sure to note the password for future use.
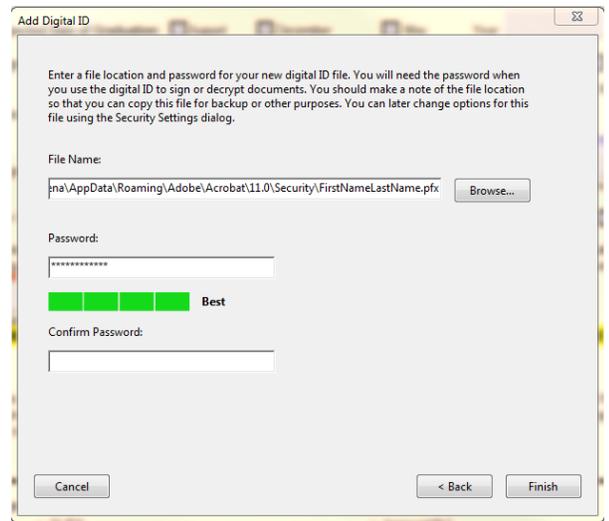
5. The following box appears requiring your password. Enter your password in the box and click Sign. You will be required to save the document.
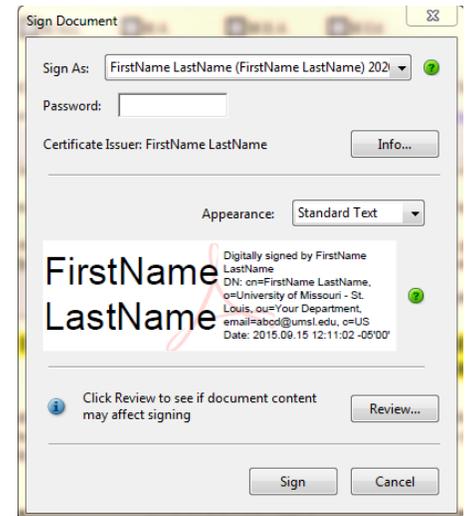
6. Your new signature will appear on the document with a date and time stamp.
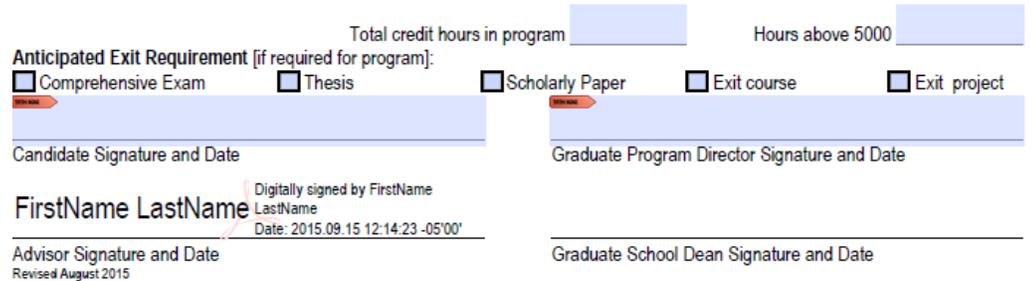
7. In the future, to sign a document, do one of the following:
   a. Click on the red signature flag as shown on the form →

   Advisor Signature and Date

   b. Click the pen icon and select Sign Document →

   Signature Panel

   c. In the Tools Pane, click Fill & Sign →

   Fill & Sign
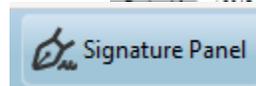
8. Select your name from the dropdown box shown in #5 and enter your password.