

..... **Step 1: Identify the document type**

- Word, Excel, Non-fillable PDF files, etc.
- Fillable PDF forms: HR forms, performance appraisals, etc.
- Legally binding documents: procurement documents, court documents, etc.

..... **Step 2: Select a tool based on document type**



Word / Excel:
Signature Line

1. [Create a signature line in Word or Excel](#)
2. Type your name or select your stamped image
3. Share your signed document via email



Non-fillable PDF:
Fill & Sign

1. Click the "Fill & Sign" tool in a PDF document using Adobe Acrobat
2. Click "Sign yourself" following [Fill & Sign instructions](#)
3. Share your signed PDF document via email



Fillable form:
Self-signed with digital ID

1. [Create your digital ID](#) for initial set up
2. Click active signature block in a PDF form
3. Sign the document with your digital ID
4. Share your signed PDF document via email



Legally binding:
Selected E-Signature Tool

1. Follow department/agency's request process to gain approval to utilize e-Signature tool
2. Set up routing order for signature (may differ depending on tool selected)