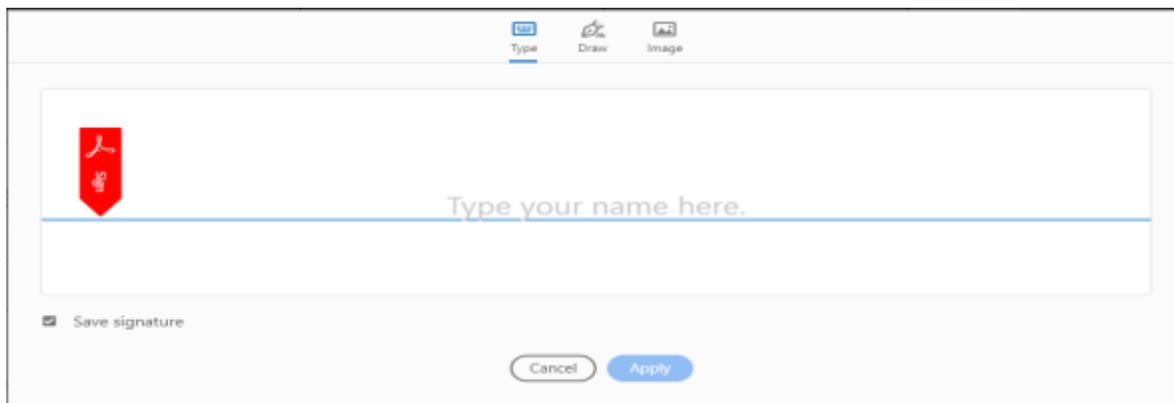


## To sign the CBC PNA enrolment form in Adobe Reader DC

- Open the enrolment form in Adobe Reader.
- Click on the 'Sign' icon  at the top of the screen.
- Click 'Add a signature' – (For some, a message will be displayed that the author has specified a field which you can fill). – Click OK.
- Go to the bottom of the form where the signature is required and put your cursor in that area.
- Click on 'Sign yourself'
- This will bring up the space to add a signature. You have the option of Type, Draw or Image (see image below).
  - Type: Just start typing your name and it will write it in cursive mode.
  - Draw: If you have a tablet or a touch screen on your laptop you can start signing.
  - Image: You can sign your name on a piece of paper and then scan it as an image and use that for signature.



- Once you have your signature, click on Apply.
- Drag your signature to the signature area, if not there already.
- Click on the 'Submit' button to send it to the CBC Pensioners National Association Office.
- Once you have your signature done, it will always be there when you are required to sign a document.

**NOTE:** If you already have a signature in Adobe, you do not need to go through the steps to create a signature.