

## To Electronically Sign A PDF Document & Save It

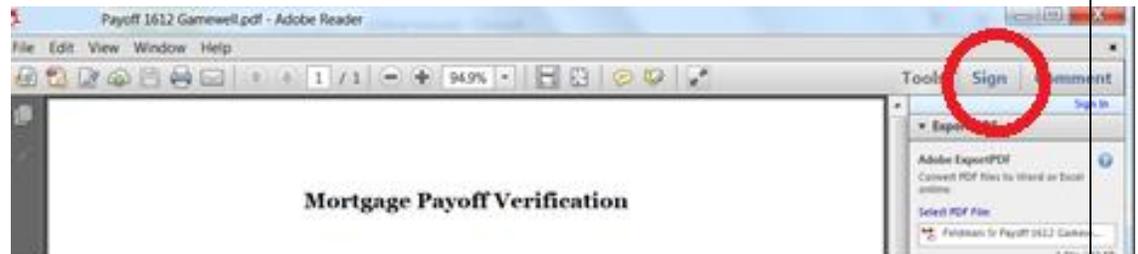
By: [melanie@chime-group.com](mailto:melanie@chime-group.com) and  
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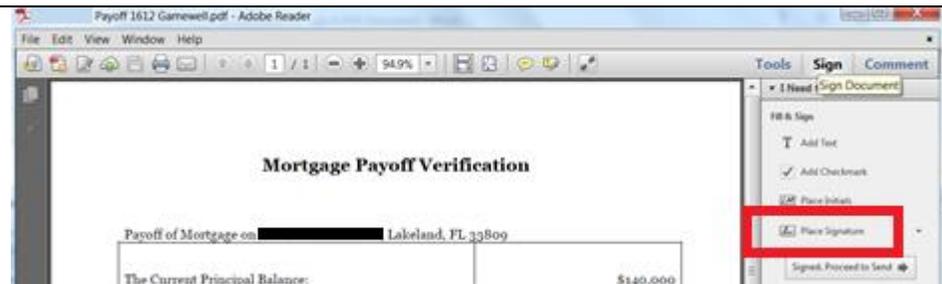
<http://chime-group.com>

1. Open attachment from email

2. Near top right corner click on "Sign"



3. Select "Place Signature"

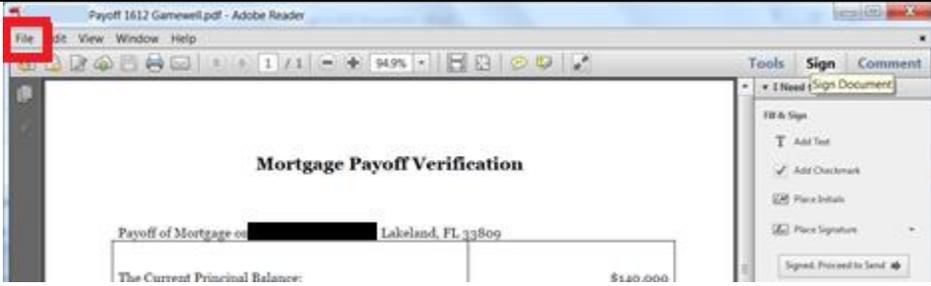
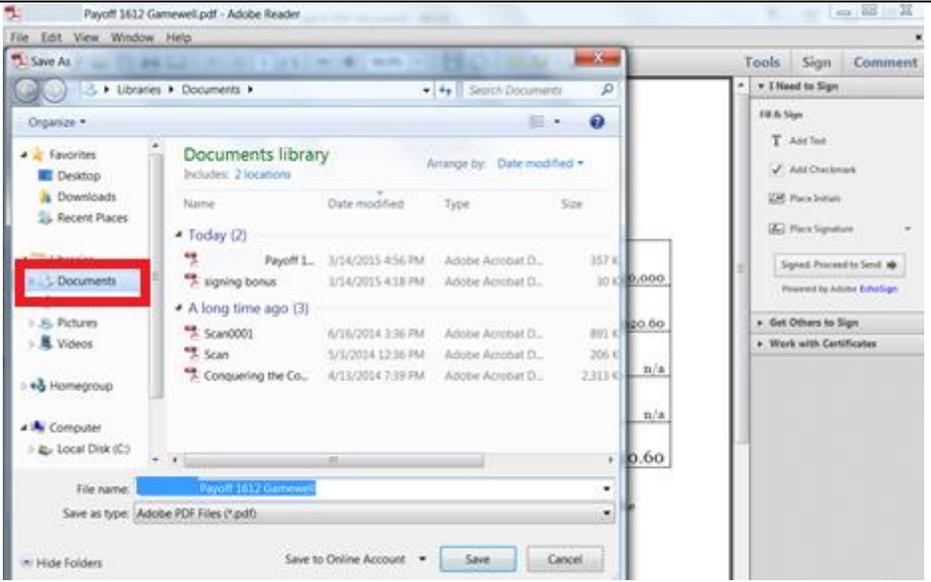
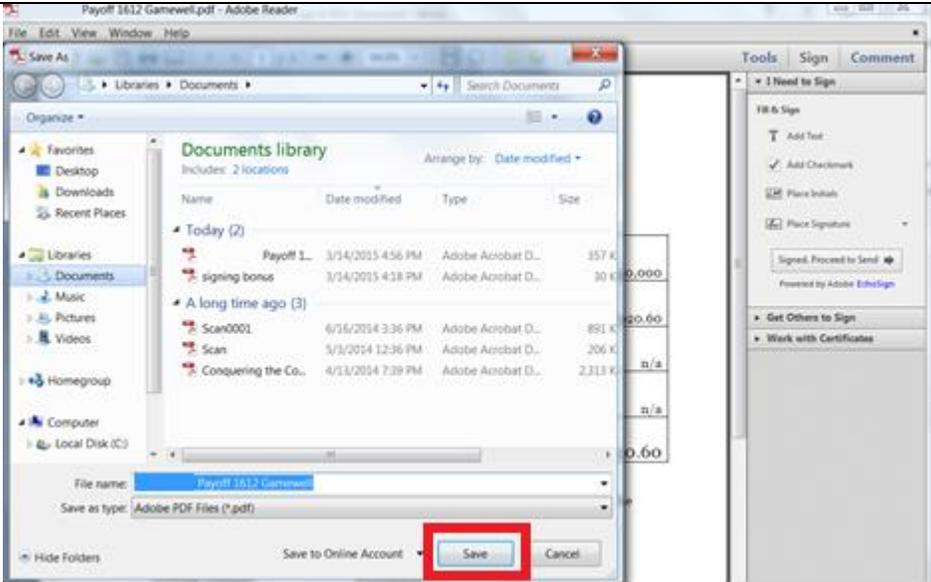


4. Using your mouse, guide the signature to where you want to place it and use left click to put it in place

Comments to Add to Wire:

Thank you in advance,

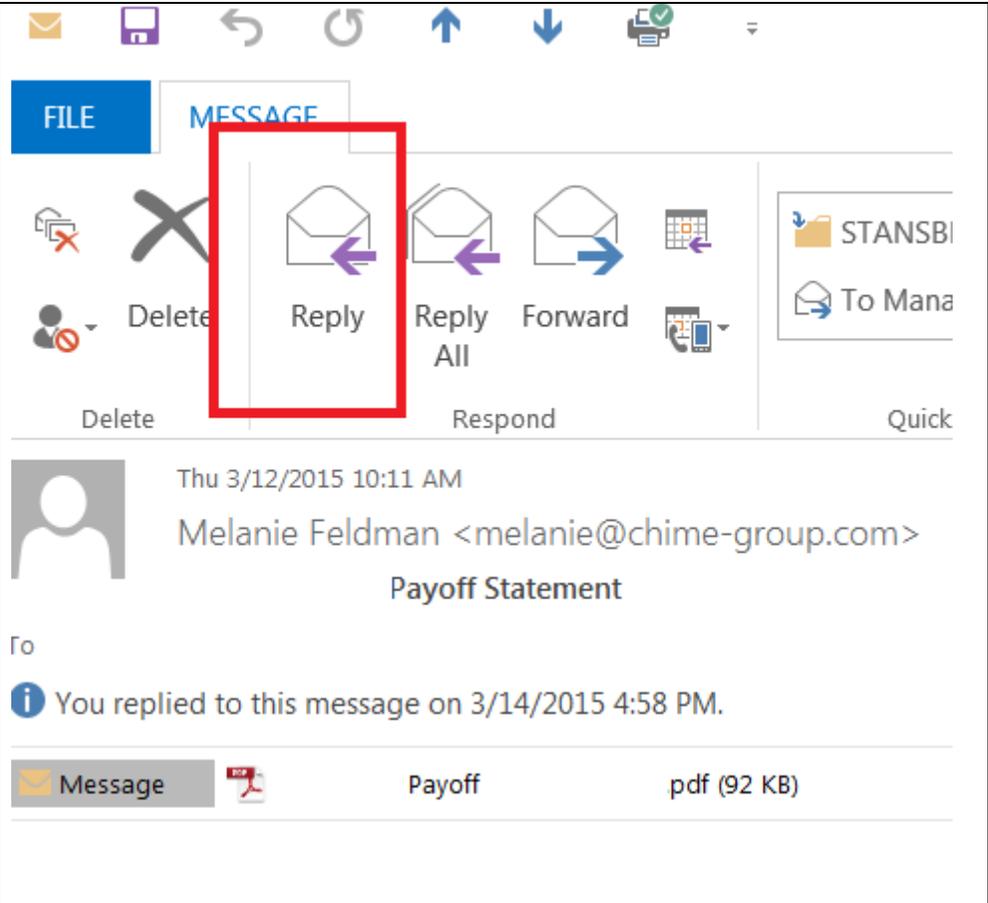
**JOHN HAND**

<p>5. Go to top left menu bar click on "File"</p>	 <p>The screenshot shows the Adobe Reader interface with the 'File' menu highlighted in a red box in the top-left corner. The document title is 'Payoff 1612 Gamewell.pdf'. The main content area displays 'Mortgage Payoff Verification' with a table showing 'Payoff of Mortgage on [redacted] Labeland, FL 33809' and 'The Current Principal Balance: \$140,000'. The right-hand side shows a 'Sign' panel with options like 'Add Text', 'Add Checkmark', 'Place Initials', and 'Place Signature'.</p>
<p>6. Click "Save As"</p>	 <p>The screenshot shows the 'File' menu open, with 'Save As...' highlighted in a red box. The document title is 'Payoff 1612 Gamewell.pdf'. The background shows the 'Mortgage Payoff Verification' document.</p>
<p>7. Along the left side of the window click "Documents"</p>	 <p>The screenshot shows the 'Save As' dialog box open over the 'Documents' library. The 'Documents' folder is selected in the left sidebar and highlighted with a red box. The main area shows a list of files in the 'Documents library' with columns for Name, Date modified, Type, and Size. The file name 'Payoff 1612 Gamewell' is entered in the 'File name' field, and 'Save as type' is set to 'Adobe PDF Files (*.pdf)'. The 'Save' button is visible at the bottom right.</p>
<p>8. Then in bottom right of window click "Save"</p>	 <p>The screenshot shows the 'Save As' dialog box with the 'Save' button highlighted in a red box at the bottom right. The 'Documents' folder is still selected in the left sidebar. The file name and save type are the same as in the previous screenshot.</p>

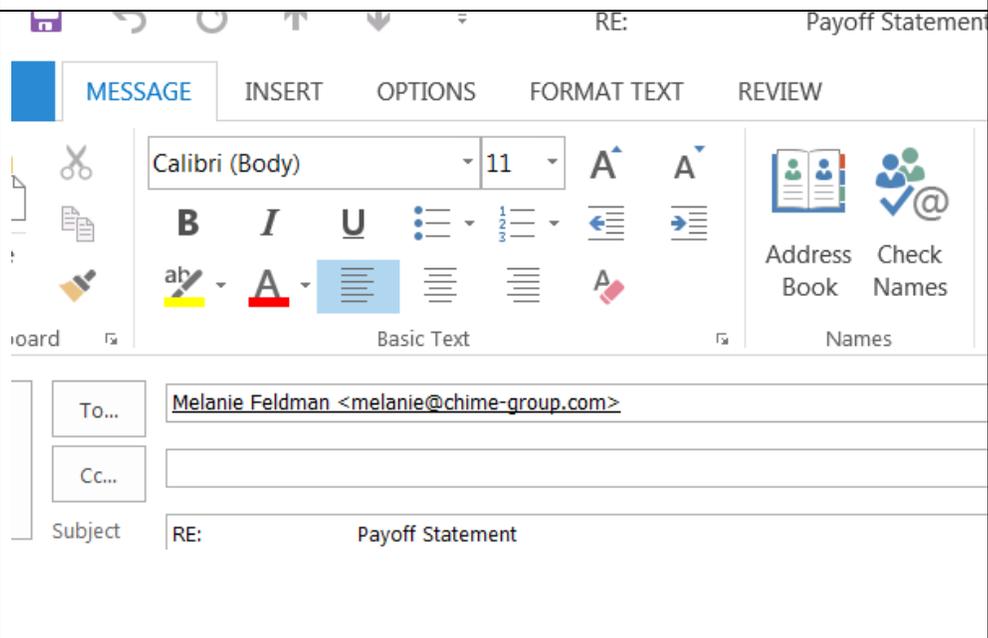


## To Email Signed Attachment

9. Go to Outlook and **double** click on “Reply” to original email

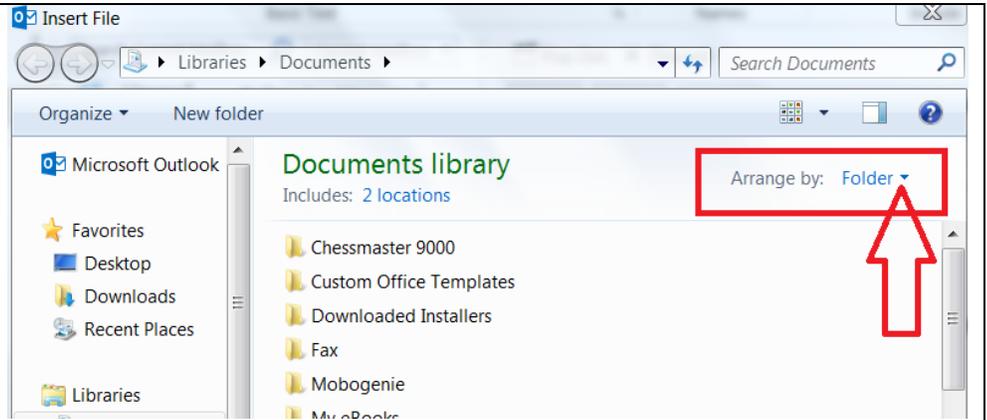


10. From top middle of window click “Attach File”

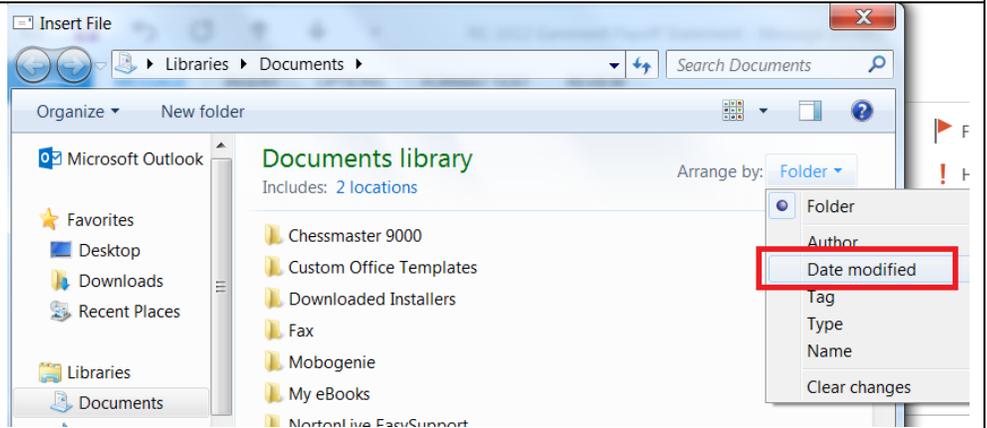


11. Click on the blue "Folder" word next to "Arrange by:"

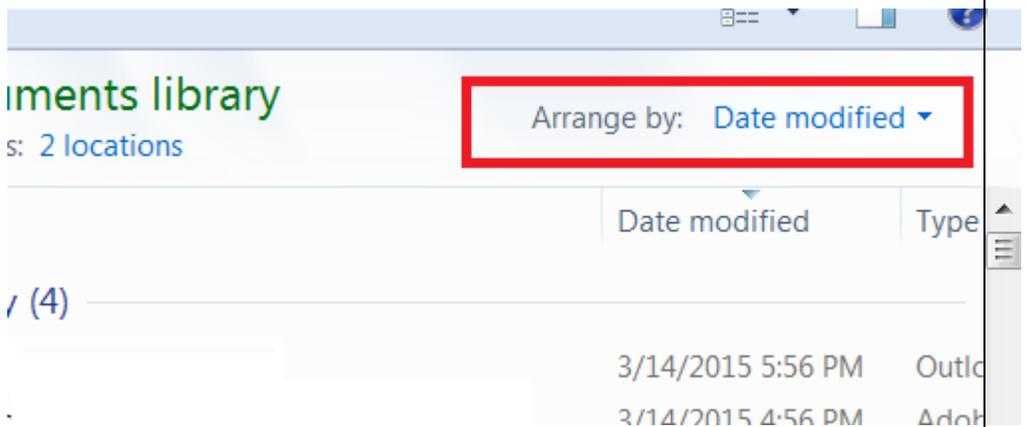
If it doesn't have "Folder", but has "Date Modified" go to step 13.



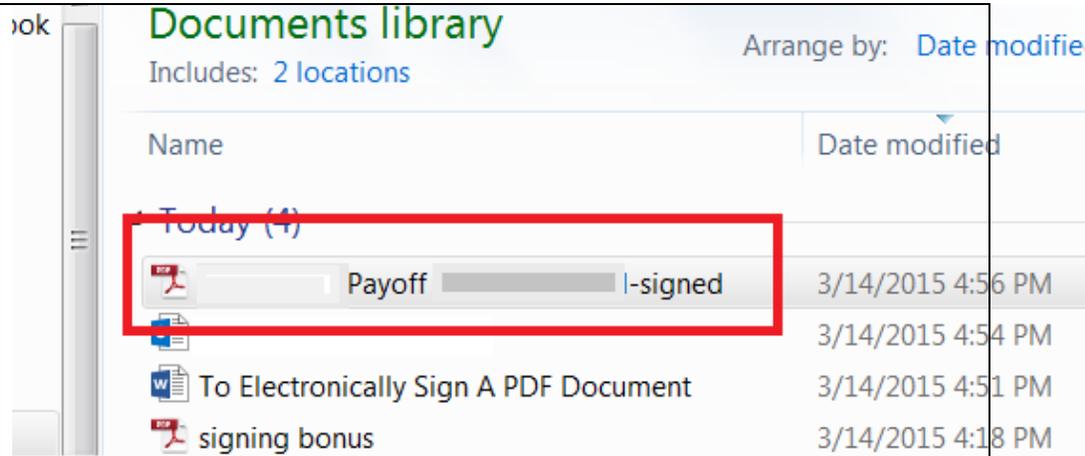
12. From top right of window next to *Arrange By* click the blue word with the arrow to get a drop down menu then choose "Date Modified"



13. It should look like this.



14. The document you just signed should be at or near the top – double click on it



15. Now you will be back in Outlook and you can reply to the email and send it.

