To Electronically Sign A PDF Document & Save It

By: melanie@chime-group.com and mitch@chime-group.com 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	
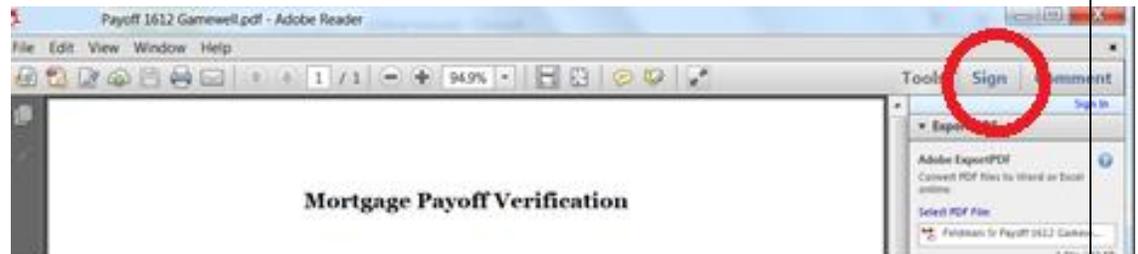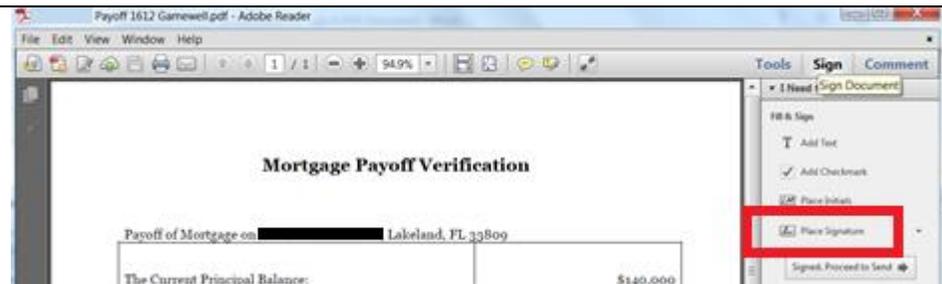
5. Go to top left menu bar click on "File"	
6. Click "Save As"	
7. Along the left side of the window click "Documents"	
8. Then in bottom right of window click "Save"	
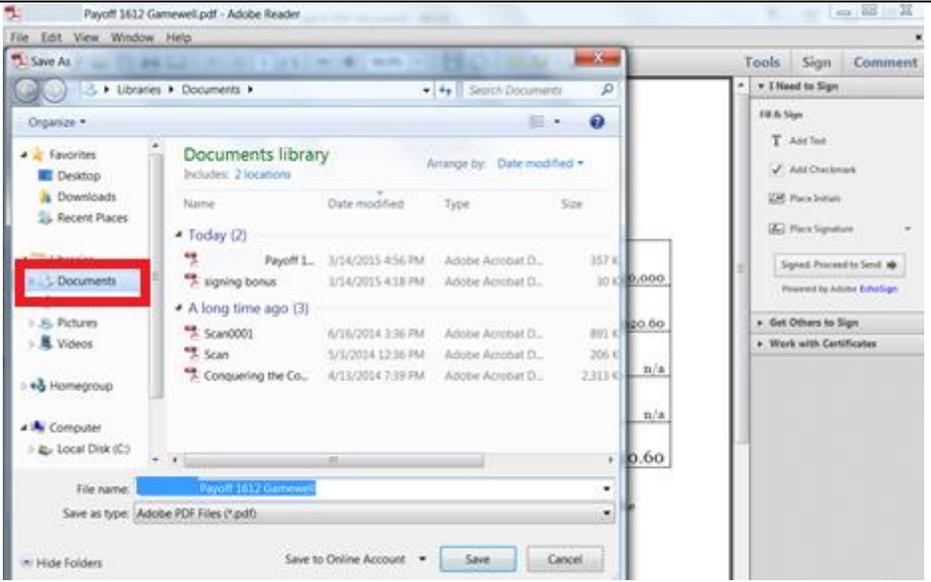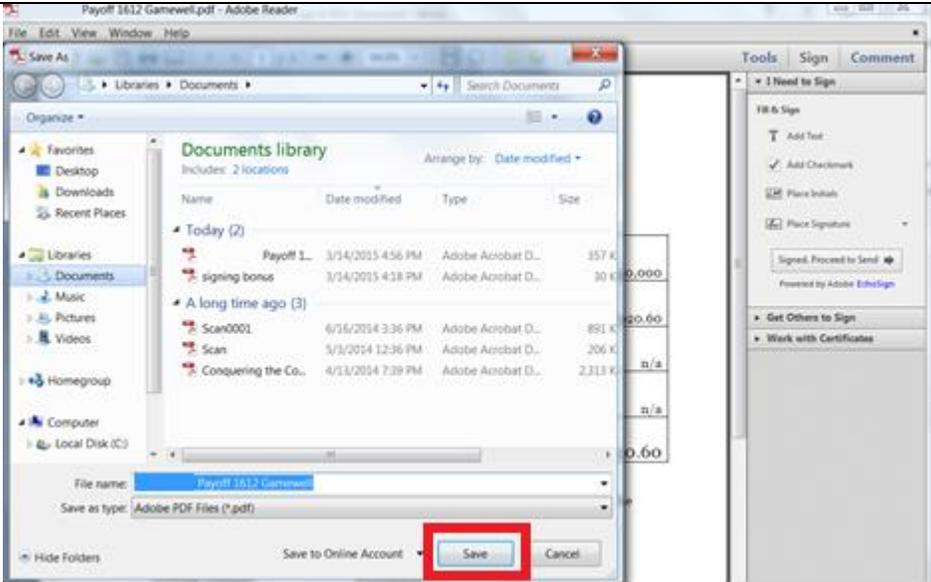
To Email Signed Attachment

9. Go to Outlook and <mark>double</mark> click on "Reply" to original email	
10. From top middle of window click "Attach File"	
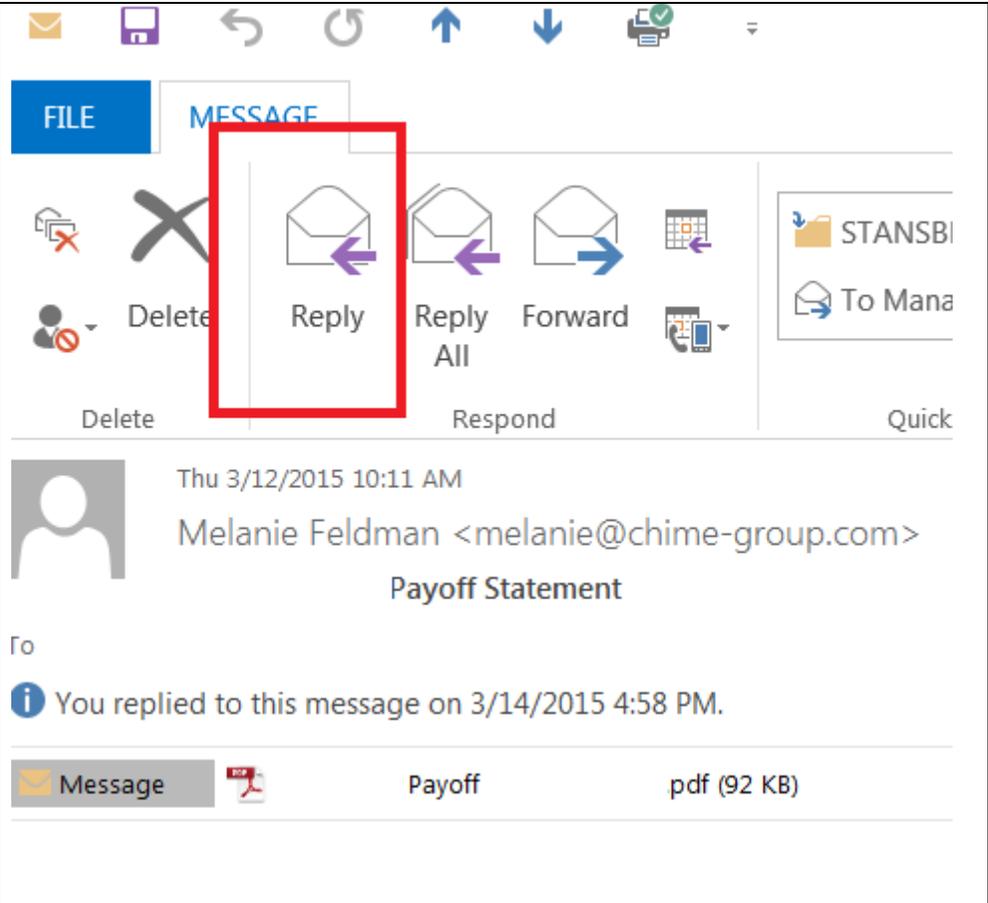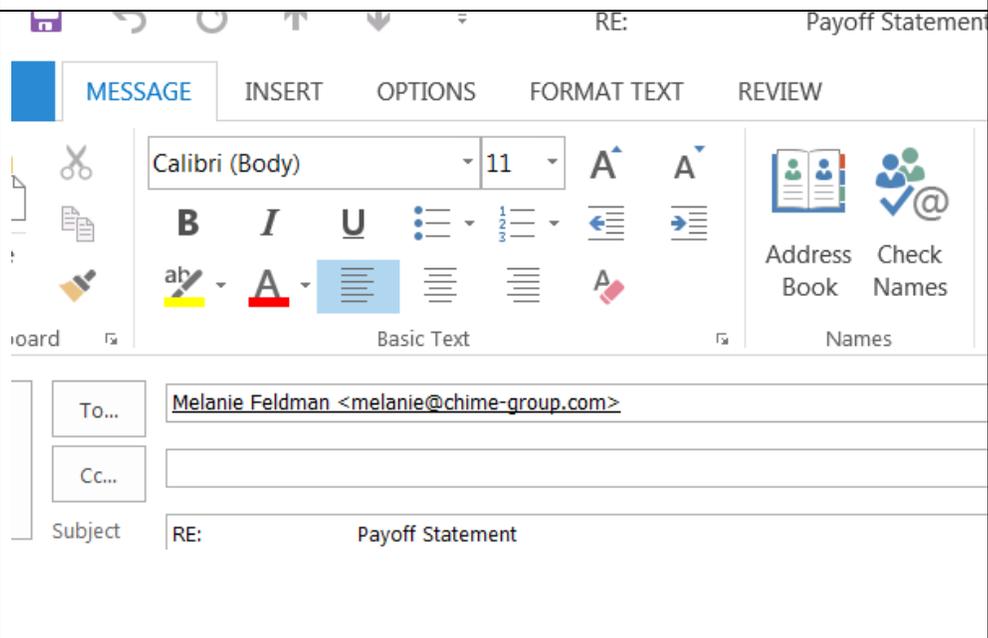
11. Click on the blue "Folder" word next to "Arrange by:" If it doesn't have "Folder", but has "Date Modified" go to step 13.	
12. From top right of window next to *Arrange By* click the blue word with the arrow to get a drop down menu then choose "Date Modified"	
13. It should look like this.	
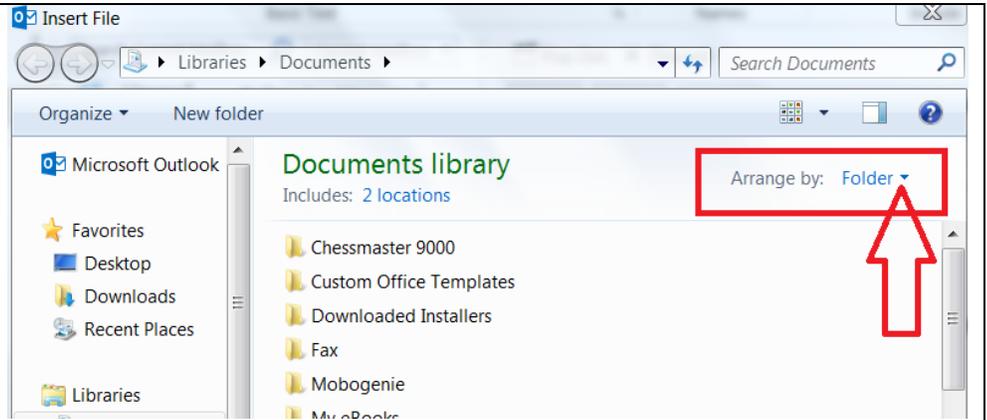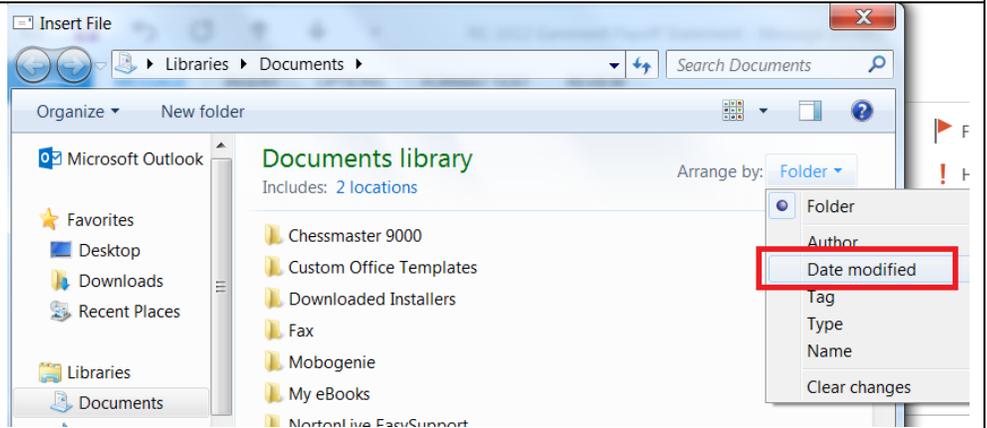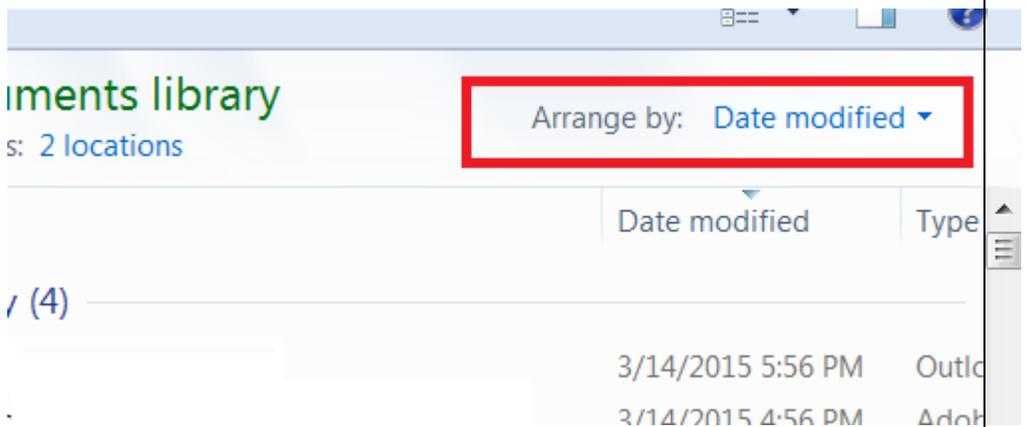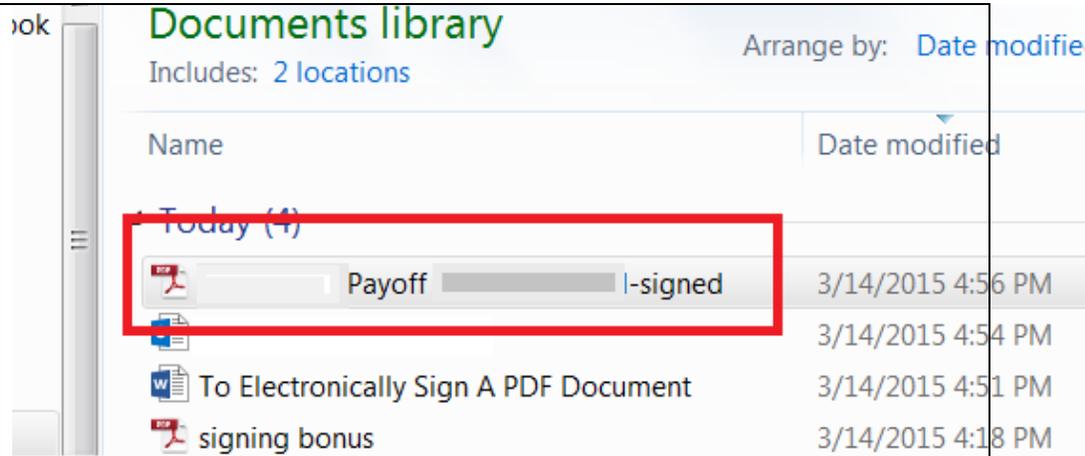
14. The document you just signed should be at or near the top – double click on it	**Documents library** Includes: 2 locations Arrange by: Date modifie Name — Date modified Today (4) Payoff l-signed — 3/14/2015 4:56 PM — 3/14/2015 4:54 PM To Electronically Sign A PDF Document — 3/14/2015 4:51 PM signing bonus — 3/14/2015 4:18 PM
15. Now you will be back in Outlook and you can reply to the email and send it.	To... Melanie Feldman <melanie@chime-group.com> Send Cc... Subject RE: Payoff Statement Attached Payoff signed.pdf (356 KB) TYPE YOUR REPLY HERE **From:** Melanie Feldman [mailto:melanie@chime-group.com] **Sent:** Thursday, March 12, 2015 10:11 AM **To:** Subject: Payoff Statement