

How to Add an Electronic Signature Using Adobe Acrobat Reader

Using Adobe Acrobat Reader, you can add a signature to the telehealth doctor's certificate form. Adobe Acrobat Reader is a free download. You do not need to register an account with Adobe. Download Adobe Acrobat Reader: <https://get.adobe.com/reader/>

PC Instructions:

1. Open the telehealth doctor's certificate form PDF document and click on Tools.
2. Select the Fill & Sign button .
3. Click the Sign button .
4. Use one of the following options (do not type signature):
 - a. Draw your signature – using your mouse or touch screen;
 - b. Image – use a pre-saved image of your signature.
5. Move the signature to the “**Employee Signature (FILL and SIGN) X**” location on the document.
6. Click to place the signature and resize as desired.
7. Save the PDF document, the signature is now embedded.

Mac Instructions:

1. Open the telehealth doctor's certificate form PDF document and click the Show Markup Toolbar button .
2. Click the Sign button .
3. Use one of the following options to create your electronic signature:
 - a. Trackpad – use your trackpad to draw a signature;
 - b. Camera – sign a white piece of paper and capture signature with your camera;
 - c. iPhone/iPad – using your iPhone or iPad, sign your name using your finger.
4. Move the signature to the “**Employee Signature (FILL and SIGN) X**” location on the document.
5. Click to place the signature and resize as desired.
6. Save the PDF document, the signature is now embedded.