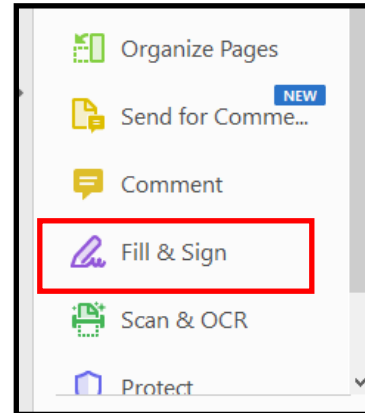
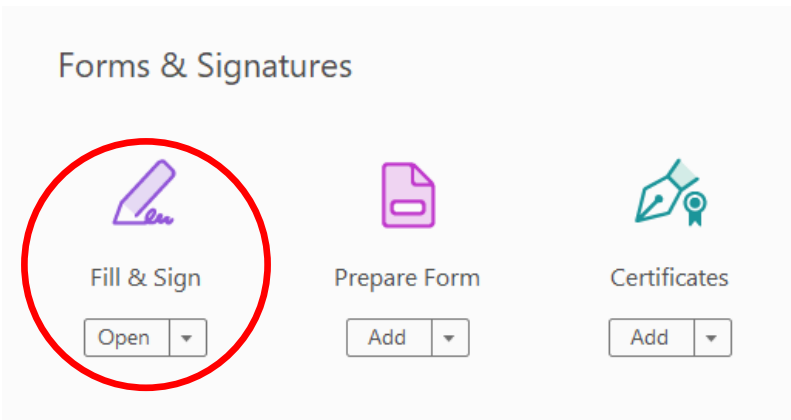
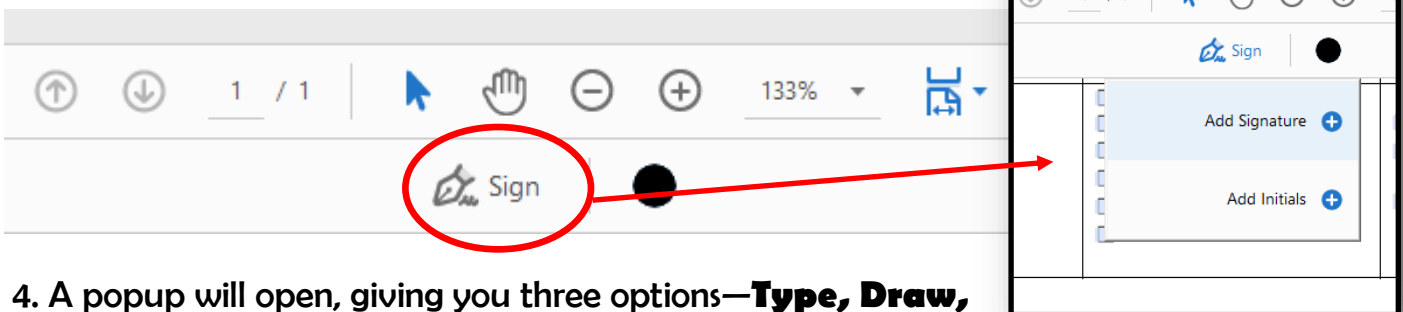


How to add a signature to a PDF using Adobe Acrobat Pro

1. Open the PDF file in Adobe Acrobat Reader Pro.
2. Click on **Fill & Sign** in the Tools pane



3. Click **Sign**, and then Select **Add Signature**



4. A popup will open, giving you three options—**Type, Draw, and Image**. Once you're done, click the Apply button.



5. Drag, resize and position the signature inside your PDF file.



Use this form to make adjustments when clocking in or out was missed or d