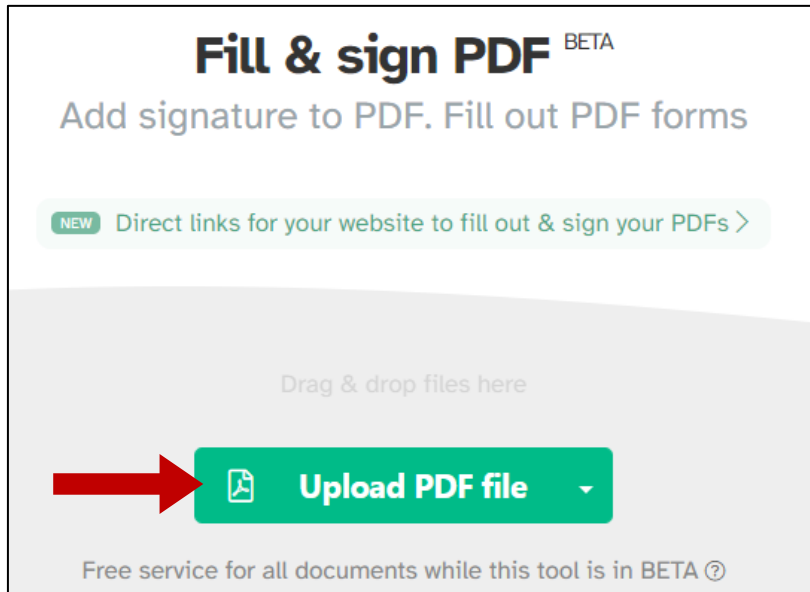


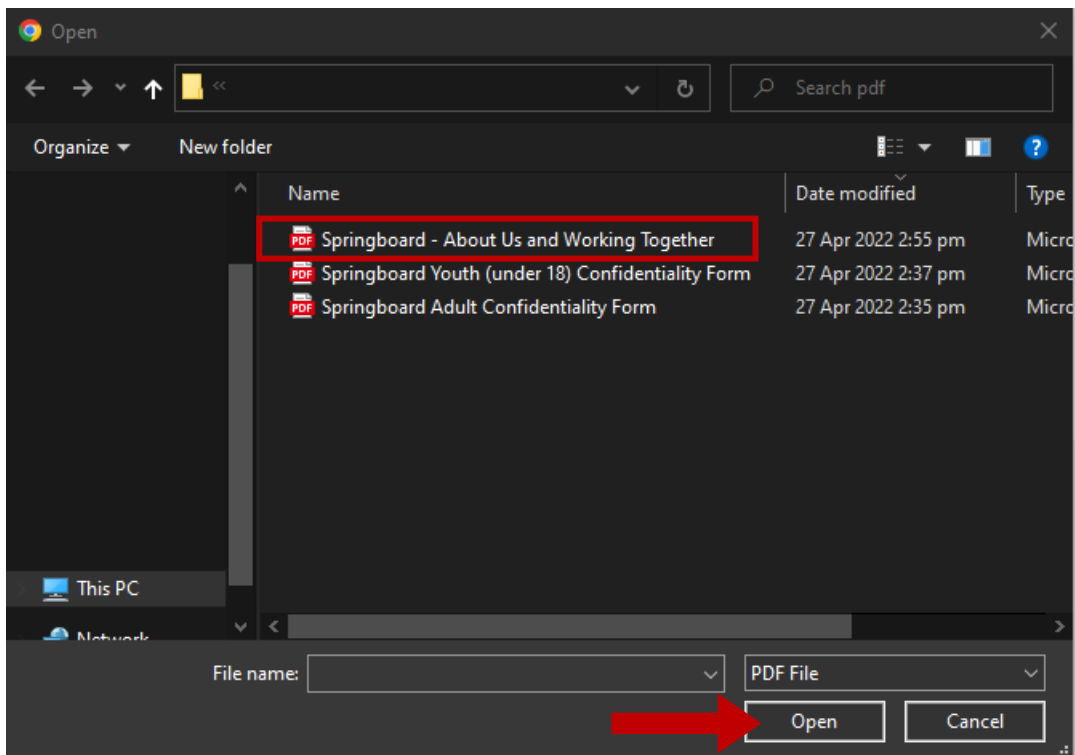
Signing our PDF Forms

This guide outlines how to use Sejda's website to sign our required forms online. After downloading our PDF forms from our website, please follow the below steps to sign them online:

1. Go to <https://www.sejda.com/sign-pdf>
2. Click on "Upload PDF File":



3. Browse your device to locate the PDF form, select it and click "Open":



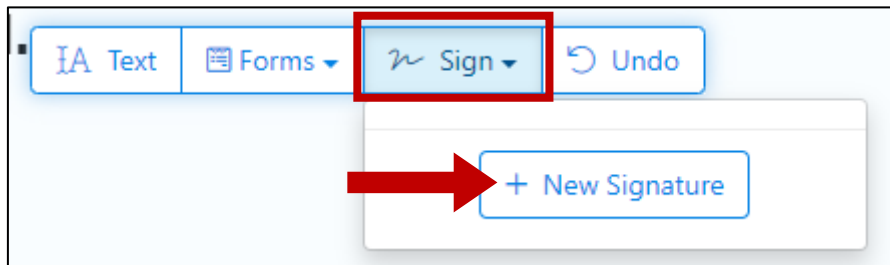
- The PDF file would be uploaded to Sejda's workspace. After reading the form, scroll down to the spaces for signature and date:

offered by **Springboard.** IA Text Forms Sign Undo

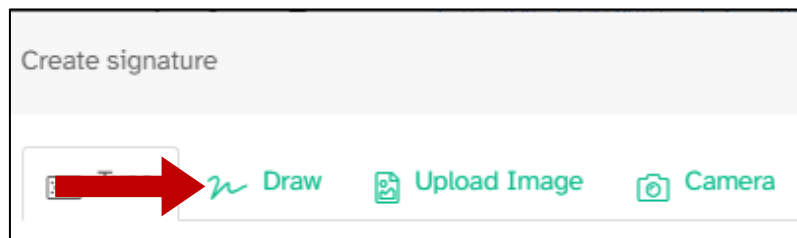
Signature of Client: _____

Date: _____

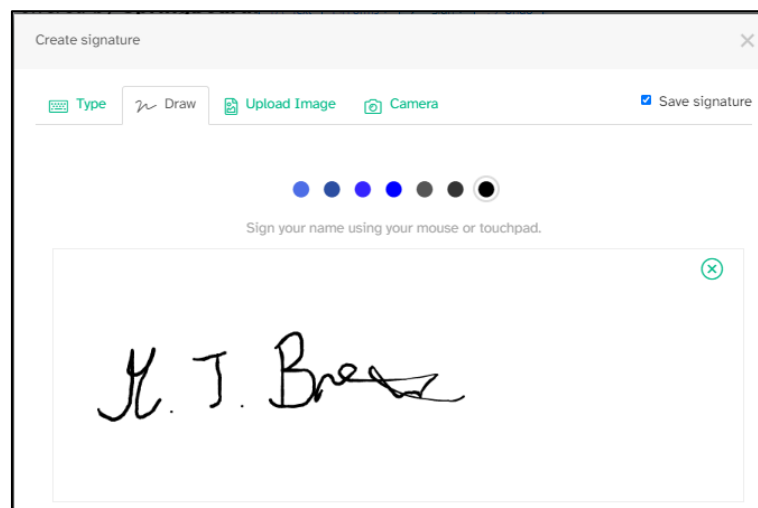
- In the floating menu above, click "Sign", then "New Signature":



- The Create Signature canvas would appear. Select "Draw":



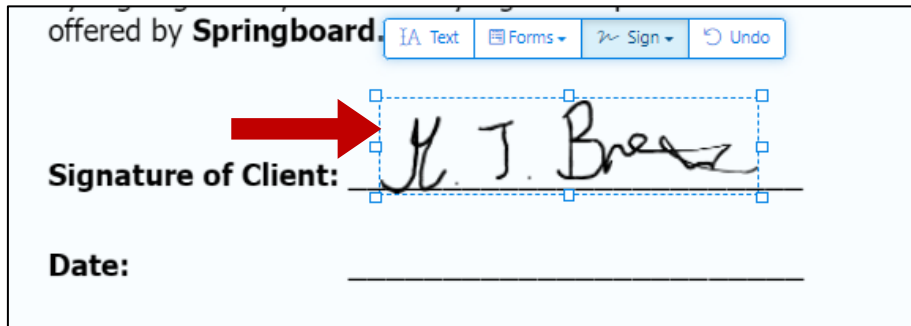
- Select the color of your signature and using your mouse, touchpad or touchscreen, write your signature in the large field:



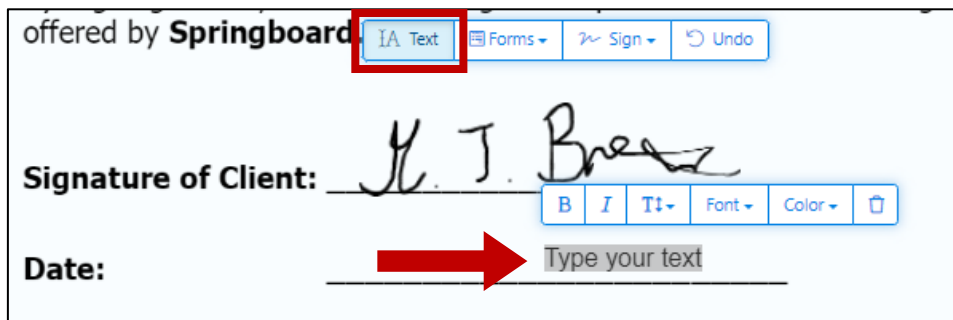
- 8. Click "Save":



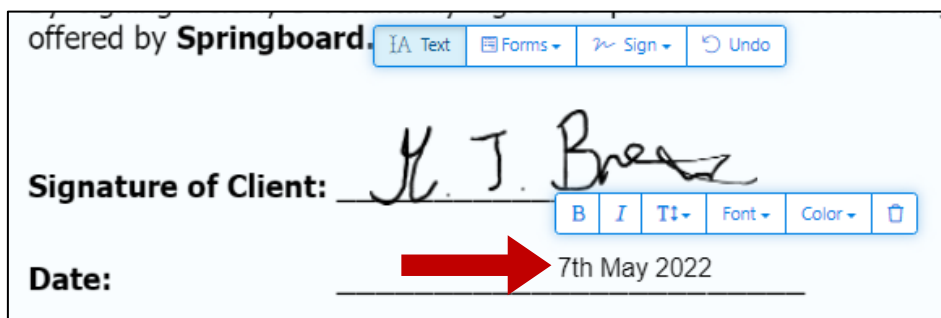
- 9. Your cursor would then be guiding the created signature. Guide it to the line where it is to be placed and click once to 'drop it'. Use the eight small blocks to resize the signature, if needed:



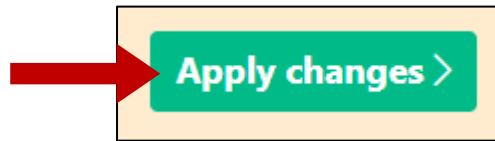
- 10. In the floating menu above, click "Text", then click once in the line where the date is to be written:



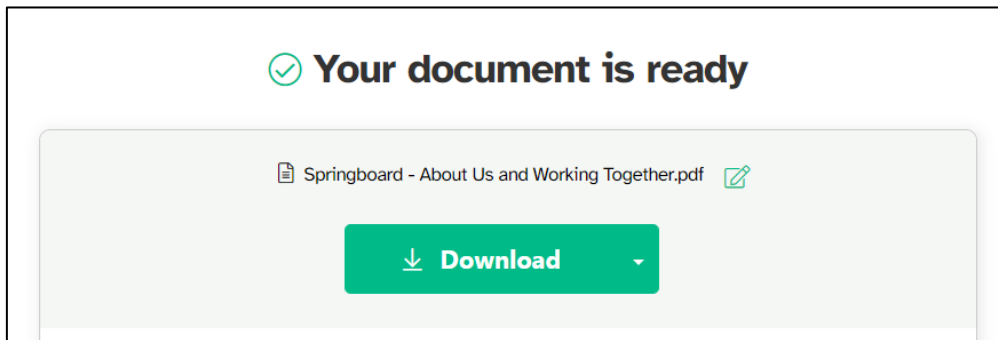
- 11. Type in the date:



12. Click “**Apply Changes**”:



13. The PDF document would then be processed and then a confirmation message would appear with a Download button and other options below it:



14. Click the “**Download**” button and save to your device to email to Springboard Consulting (springboardbb@gmail.com).