

## DIGITAL SIGNATURE

### How to sign a document electronically:

1. Print and sign the document, scan and upload scanned document (this year digital images of the signed documents taken with a smart phone / digital camera will be accepted).
2. Create an image of your own signature and insert in the signature space.
  - a. Sign your name on a piece of white paper, in blue or black ink, take a photograph of it with a smart phone/digital camera.
  - b. Upload the digital image of your signature to your laptop/PC and save.
  - c. At the appropriate part of the Word document insert the saved image, which may need to be resized and/or rotated to fit.
3. There are digital signature packages available including DocSign, Adobe Sign, PandaDoc which will enable you to create your own signature in digital format and use to sign electronic documents.
4. Use an app such as Autodraw (freely available), Paint or Paintbrush to draw your signature and save it as an image/screenshot to be uploaded in the correct place in a document for signing.
5. Use the “Fill & Sign” function in Adobe Acrobat to sign PDF documents.

**Any of the above methods are acceptable for King’s Inns, typing your name in the signature field is not an acceptable method of electronic signature.**