

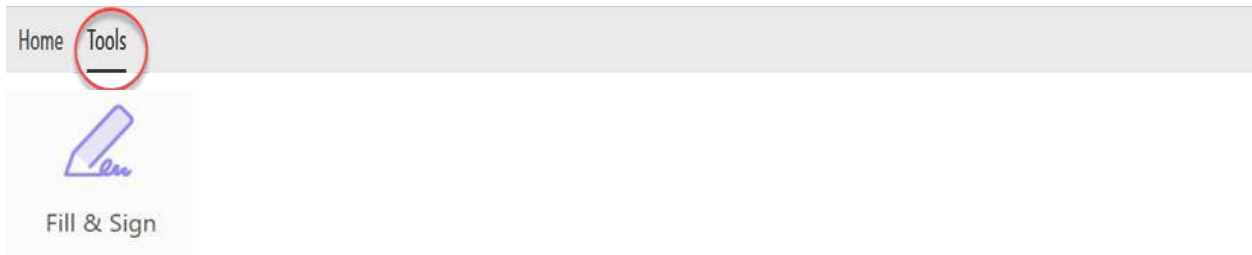
Adobe Signature Instructions

Currently, State policy does not allow authorization for electronic signature for the Energy programs. You will need to use the draw feature (using your mouse or finger) to sign your name since we cannot accept a “typed” signature nor initials.

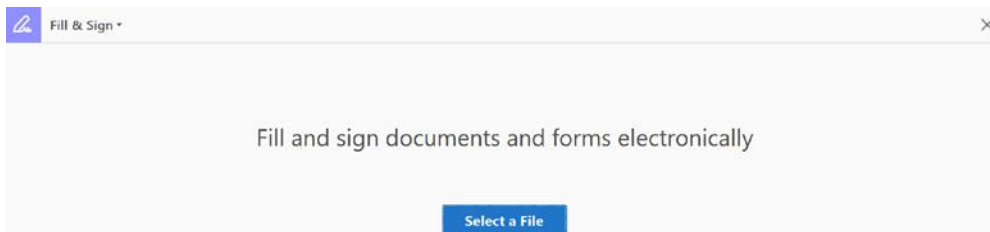
- 1) Open the PDF document in your Acrobat Reader DC - - this program can be downloaded for free:
<https://get.adobe.com/reader/>



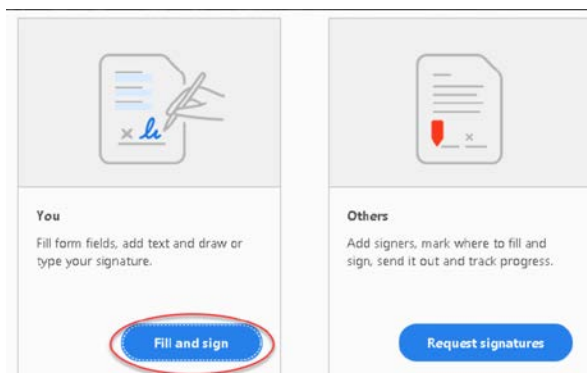
- 2) Select Tools and look for Fill & Sign. It may be located on the right-hand side of the screen



- 3) Click on Fill & Sign
- 4) Choose “Select a File” to choose a document to sign electronically



- 5) Select that you are signing the document yourself

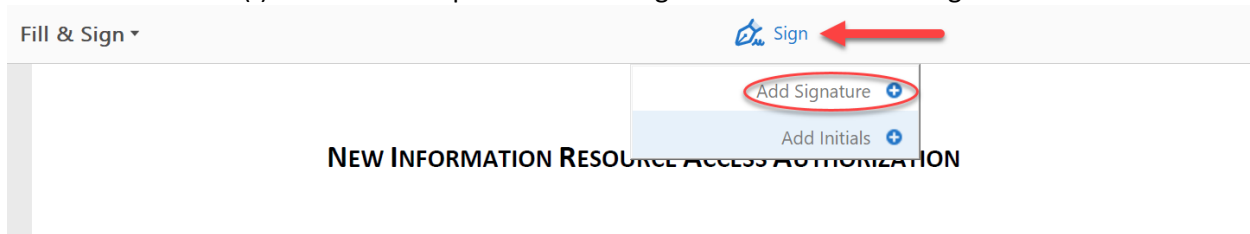


Note: Your application is not complete until a Caseworker has contacted you and conducted a telephone interview. Please double check that you have included a phone number where you can be reached during business hours. If staff are unable to reach you, your application will be filed as incomplete.

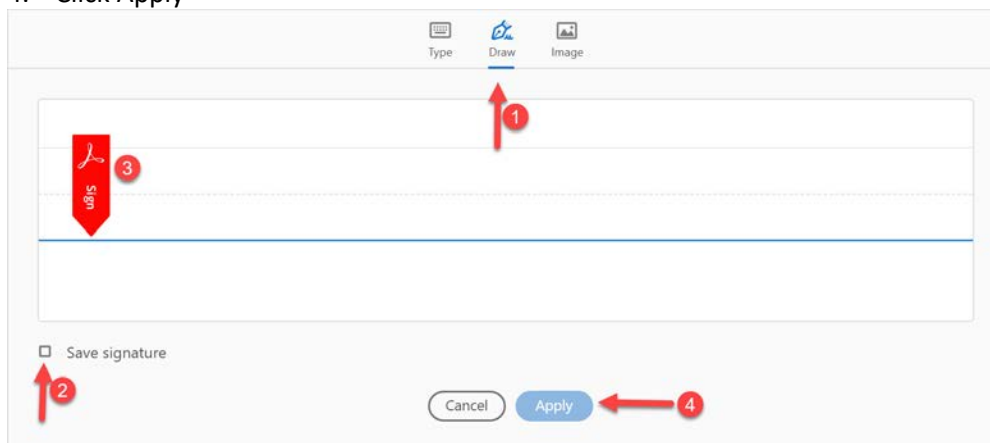
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- 6) Browse your laptop to locate the required document.
1. **The form will need to be filled out prior to sending for signature. You cannot edit fields once the document has been signed.**
 2. **Word documents will need to be converted to PDF**

- 7) Click on the Sign button to see the dropdown and click Add Signature.
1. If you already have a saved signature, a minus (-) sign will appear
 2. Click the minus (-) to remove the previous saved signature or click on the signature to use it



- 8) A signature box will appear
1. In the middle top, choose Draw
 2. In the bottom left, uncheck Save Signature
 3. Using your finger, draw your signature onto the screen
 4. Click Apply



- 9) Place your floating signature on the signature field of the document.

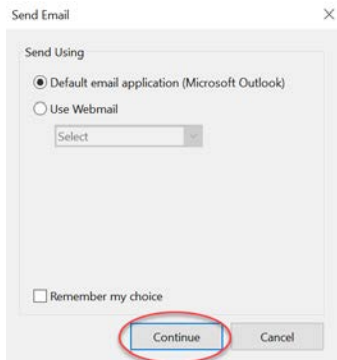
- 10) Select the Mail Icon (Optionally, you can save the document to your computer and then email manually, attaching the document to an email. Send to: hs.energy@wakegov.com)

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11) Select send using the default mail application.



12) Your email will open with the document as an attachment to: hs.energy@wakegov.com

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