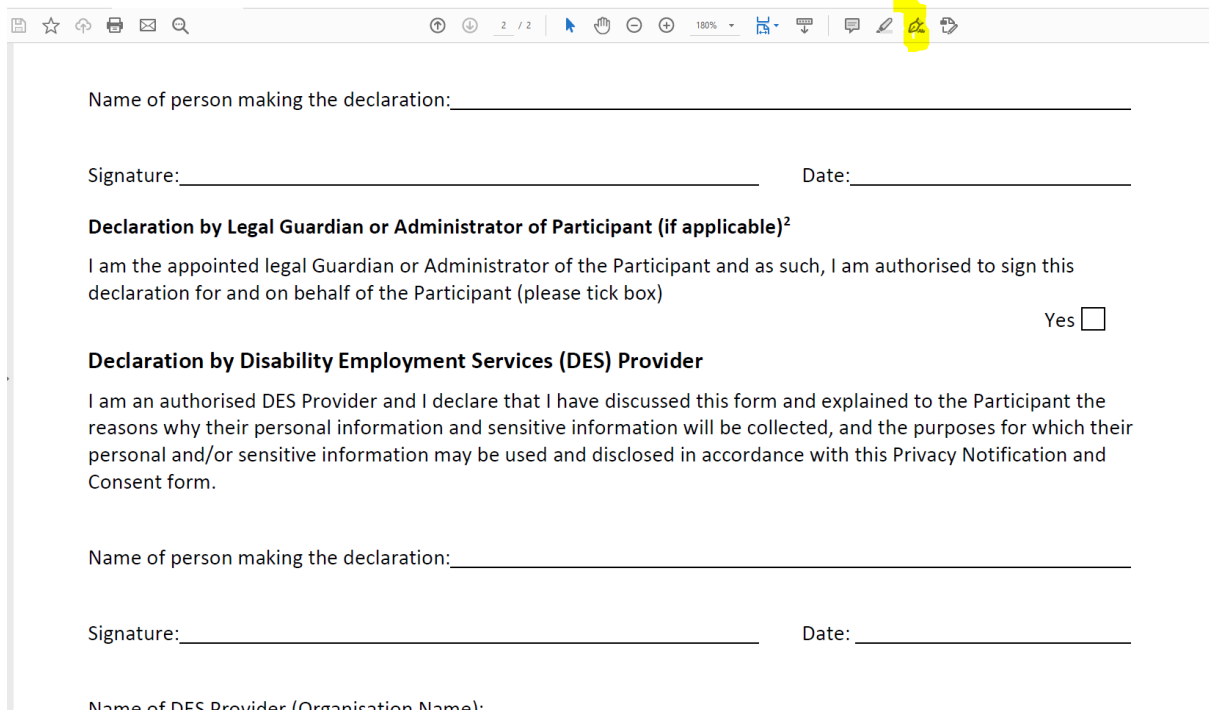


# How to Sign a PDF.

Step 1: Open the PDF document

Step 2: Select the Write Signature Button (highlighted)



The screenshot shows a PDF viewer interface. The toolbar at the top includes various icons, with the 'Write Signature' icon (a hand holding a pen) highlighted in yellow. Below the toolbar, the form contains the following fields and sections:

Name of person making the declaration: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration by Legal Guardian or Administrator of Participant (if applicable)<sup>2</sup>**

I am the appointed legal Guardian or Administrator of the Participant and as such, I am authorised to sign this declaration for and on behalf of the Participant (please tick box) Yes

**Declaration by Disability Employment Services (DES) Provider**

I am an authorised DES Provider and I declare that I have discussed this form and explained to the Participant the reasons why their personal information and sensitive information will be collected, and the purposes for which their personal and/or sensitive information may be used and disclosed in accordance with this Privacy Notification and Consent form.

Name of person making the declaration: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of DES Provider (Organisation Name): \_\_\_\_\_

Step 3: Once you click on the hand. You will either get a saved signature or it will ask you to create one. You can either backspace the example and type your name or you can draw it. Typing is fine.

Step 4: Drag the signature to the area where needs to be placed.

Step 5: Click next to other areas (name, date etc) and enter details