

## How to Sign the PDF form

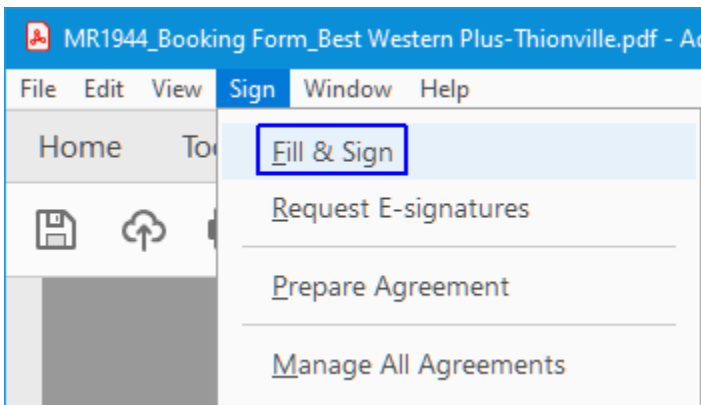
**Important** – Do not digitally sign the PDF until you have completed all of the information on the form. Once you have digitally signed the PDF you will not be able to change or add information on the form.

After completing all of the information on the hotel registration form, a signature may be added near the bottom of the form. Instead of printing the PDF, physically signing it by hand and then scanning or taking a photo of the signed form in order to email it, here is the method for signing the form digitally. Note that your Adobe Reader may look or operate a bit differently than what is shown below.

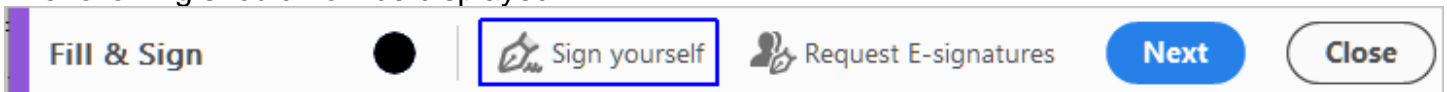
► **If digitally signing the form becomes difficult or problematic, please simply type your name in the signature block on the PDF form and do not concern yourself with the digital signature.**

After completing the hotel booking form the following menu toolbar should be displayed in Adobe Reader near the top of the window.

- Click on 'Sign' and then on 'Fill & Sign'

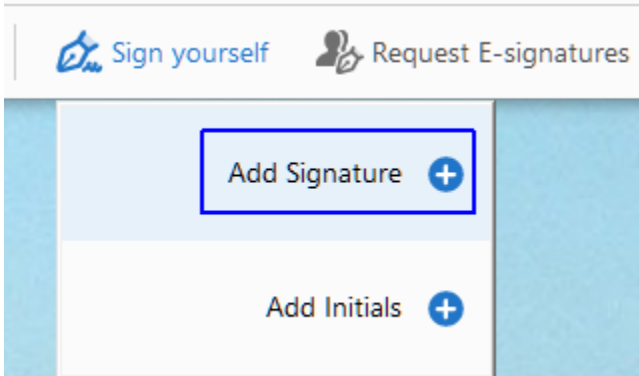


The following should now be displayed.



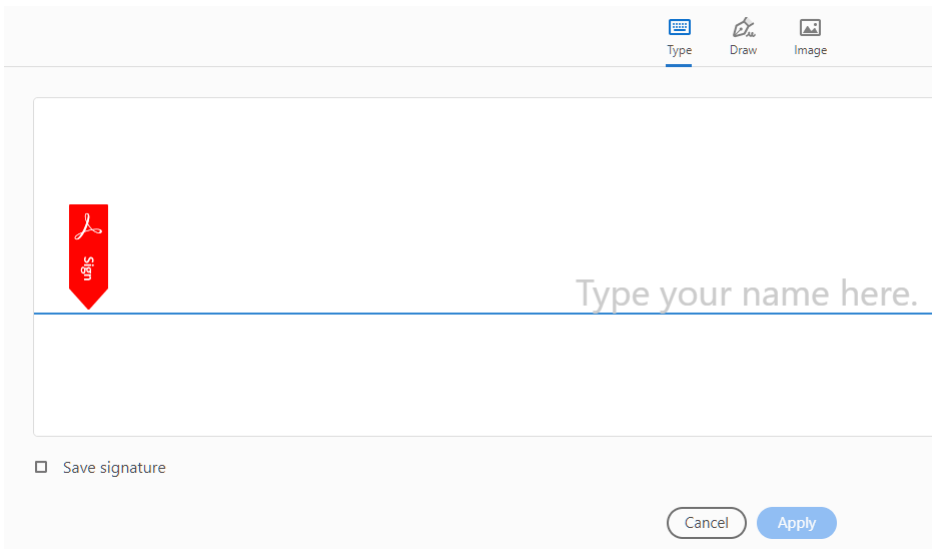
- Click on 'Sign yourself'.

If a saved signature is not found, the following options will be displayed.

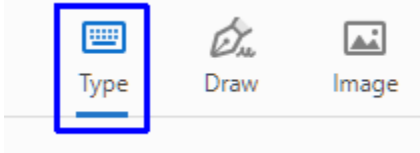



If a saved signature is displayed then it may be selected to sign the registration form.

- If Adding a Signature, then click on 'Add Signature' and the following will be displayed.

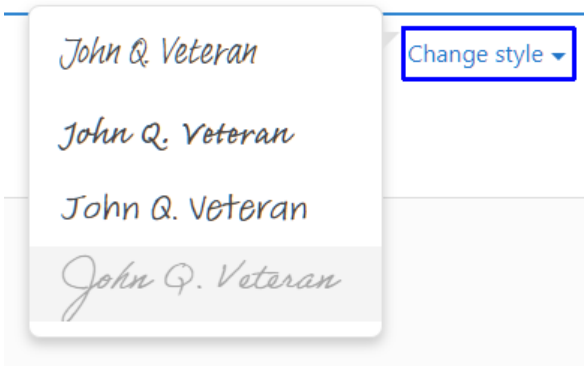


- If adding a new signature, click on 'Type' near the top.



- Type your signature after the  graphic.

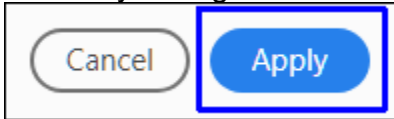
- If desired, you may select a different signature style with 'Change style' option.



Your signature will look similar to the following.



- When your signature is complete, as shown above, click on 'Apply'.



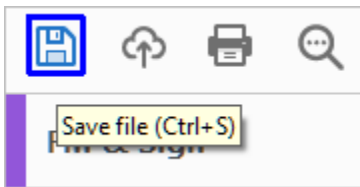
Drag the newly added signature, or a previously saved signature, to the Signature box and release the signature in the Signature block as shown here.



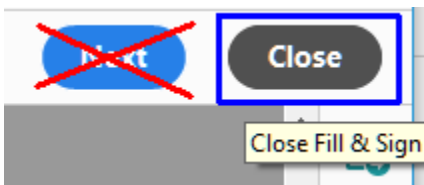
Ensure that the date and all other information on the form has been completed before signing the form.

Now that the PDF form has been complete and signed, now save it to a convenient folder on your computer.

- Click on the Save icon to save the completed PDF form.
- Adding your name to the PDF's filename is also a good idea.



Once the PDF has been saved, click on the Close button in the upper right of the window. Avoid clicking on Next as it will ask how you want to share or send the PDF to other users.



The Adobe Reader application can then be closed.

Attach the saved PDF form to an email and send it to the hotel email address specified on the form. The hotel will respond with a confirmation email.