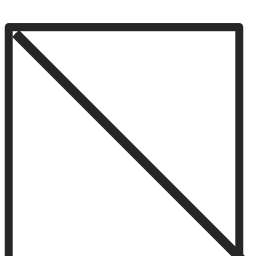# How to e-sign your doc.

Note: *Adobe Acrobat Reader 2017* and *Windows 10* were used in the making of these instructions.
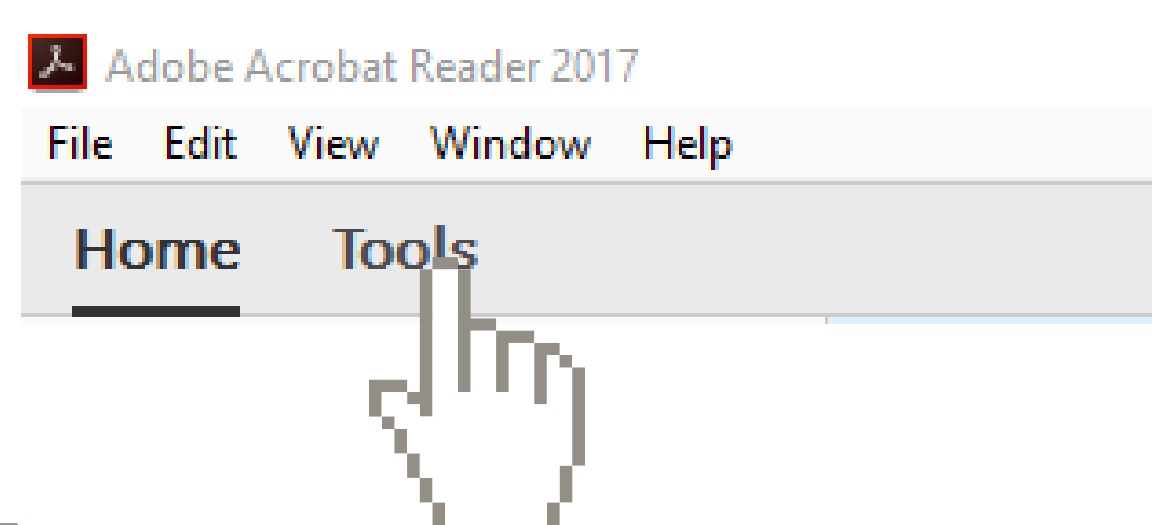
Add electronic signatures

To start, you must first have *Adobe Reader* installed on your device. If you don't, you can download it here for free on your personal computer.

1. Sign a blank white paper using a dark inked pen.

2. Take a picture of your signature using your phone camera.
Pro tip: Make sure the image is clear and crop the photo to the edges of your signature.

3. Send the photo to your IRCC (cic.gc.ca) email address.

4. In OutLook, find the email with the photo of your signature and save the image to your desktop.

5. Open the PDF you wish to sign and navigate to the page you'd like to insert your signature.
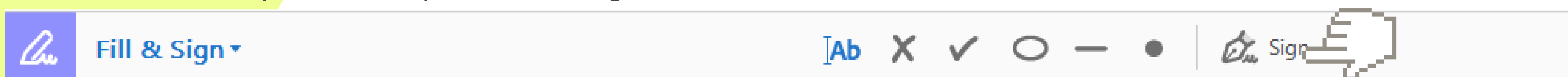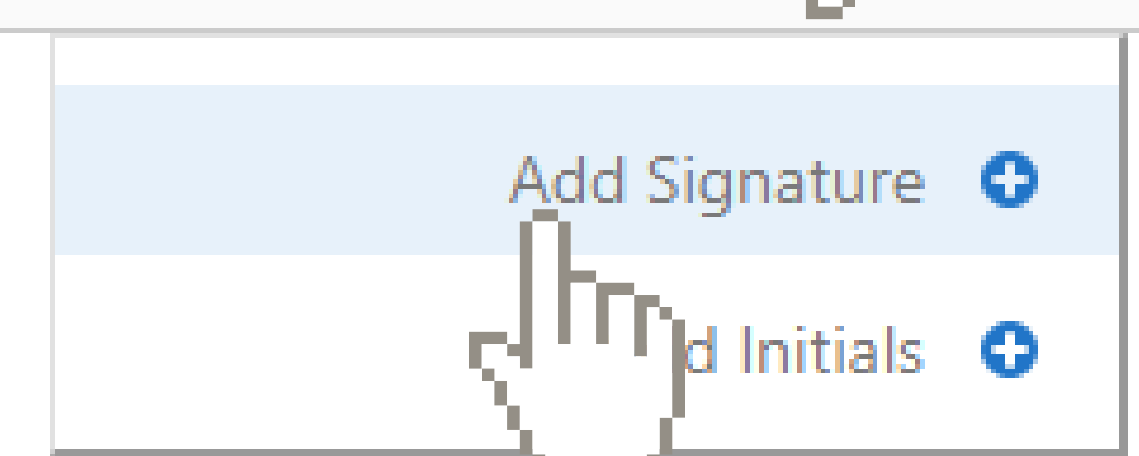
6. Click on the **Tools** tab.
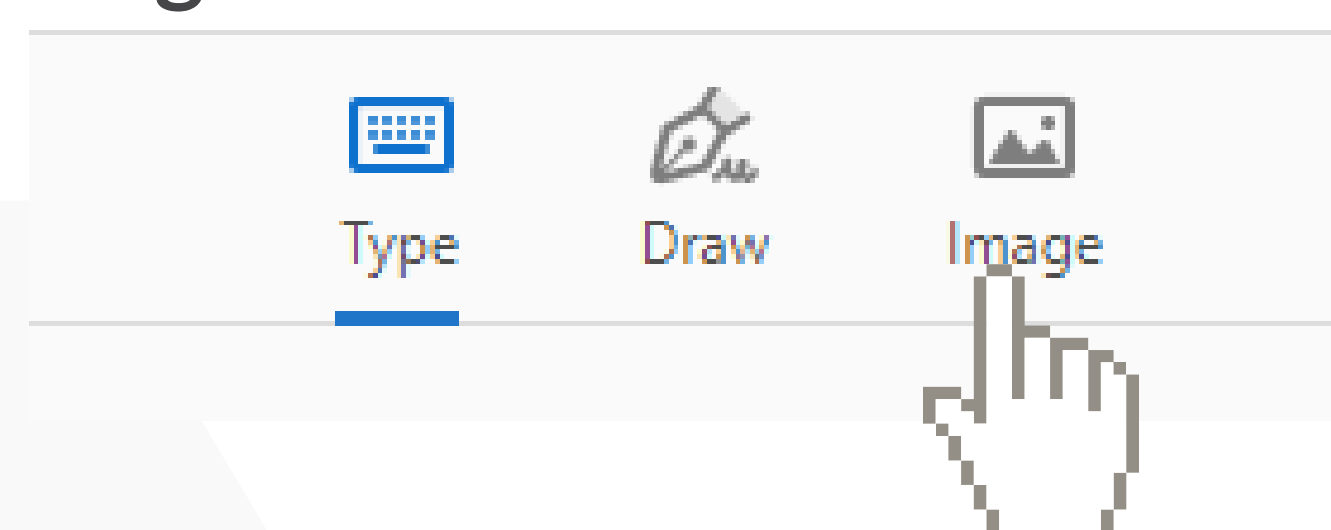
7. Click the **Fill & Sign** icon.

8. In the top functions panel, click **Sign.**

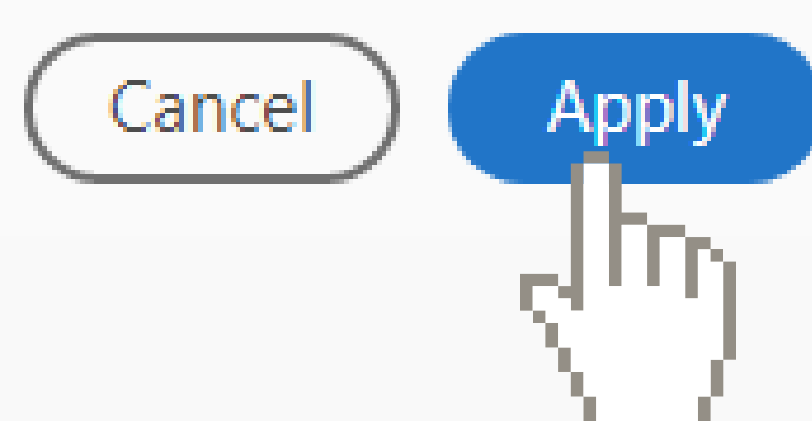9. Select **Add Signature** from the drop-down menu.

10. In the pop-up box, click the **Image** icon.

11. Select the file of your photo signature from your desktop. Then, click **Open**.

12. Click **Apply**.

13. Using your cursor, drop the photo of your signature in its desired location.

## You have now signed your PDF using an electronic signature!

Add virtual check marks and dates

Some staffing documents, such as Letter of Offers, may require you to check mark statements and/or add the date. Follow these steps to learn how to add a virtual check mark and date into your doc using *Adobe Reader*.

To start, you must first have *Adobe Reader* installed on your device. If you don't, you can download it here for free on your personal computer.

1. In your document, navigate to the **Tools** tab.
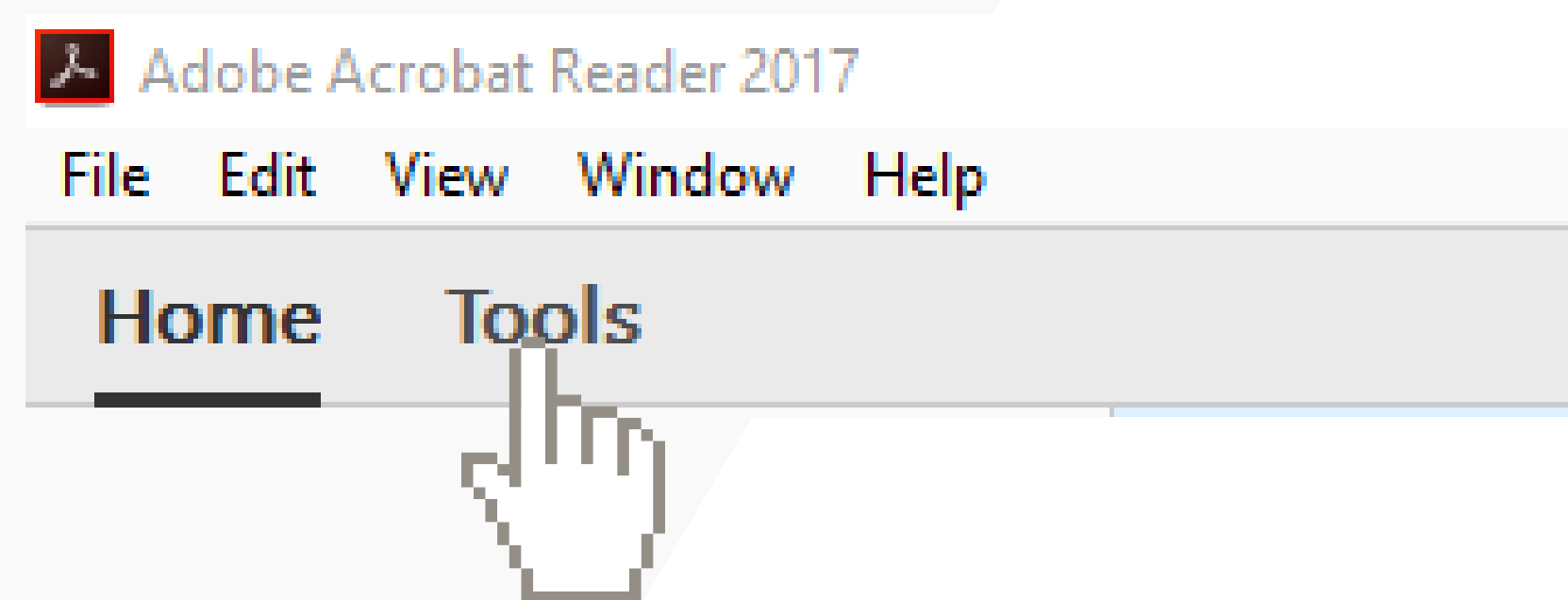
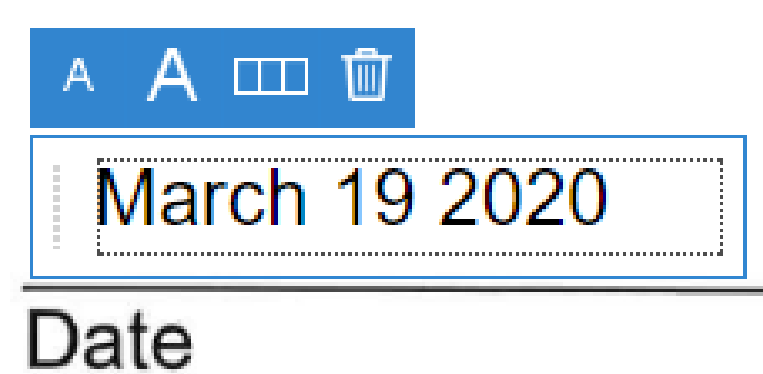2. Click the **Fill & Sign** icon.

3. In the top functions panel:

   a. To add a check mark, select the **Add Check Mark** icon and use your cursor to drop the check mark in its desired location.

   b. To add a date, select the **Add Text** icon and use your cursor to create a text box in the date field of your document. Type the date.

You have now added an electronic check mark and/or date to your document!

Questions, Issues or concerns?

TECHNICAL SUPPORT

Contact IT Service Desk

📞   613.954.1000

✉   IRCC.ITServiceDesk-
BureaudeServicedesTI.IRCC@cic.gc.ca

HR SUPPORT

If you are a manager: contact your Human Resources Advisor

✉   You can find their contact information here

If you are an employee: contact your manager