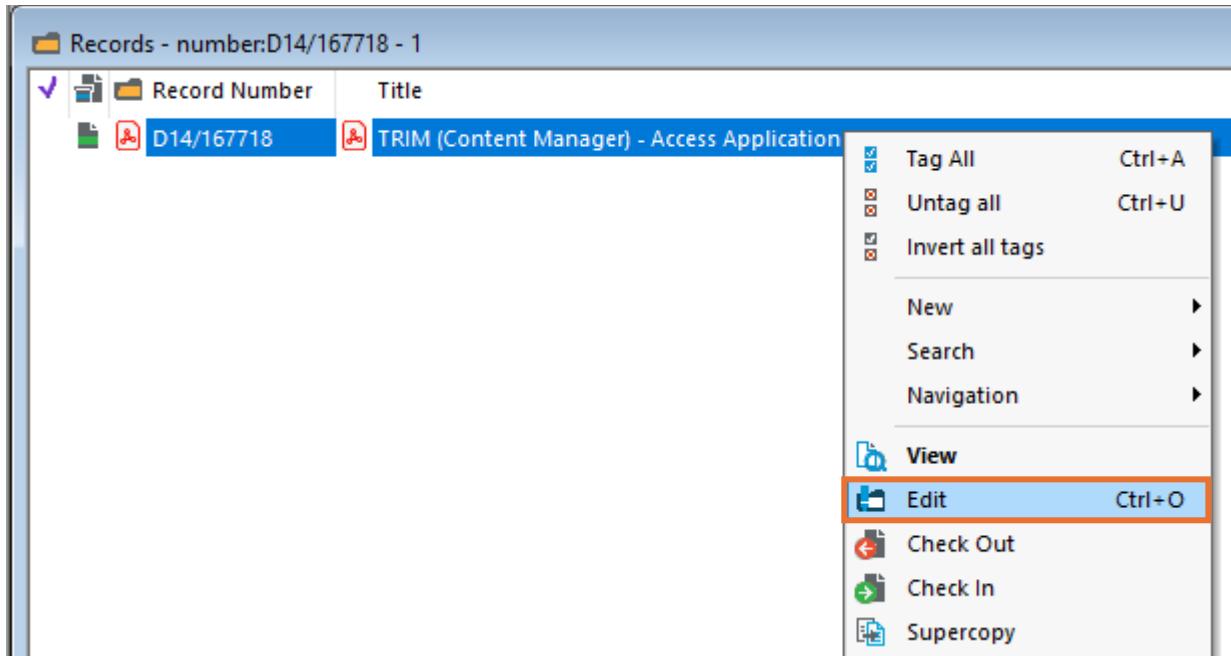




ELECTRONIC SIGNATURES

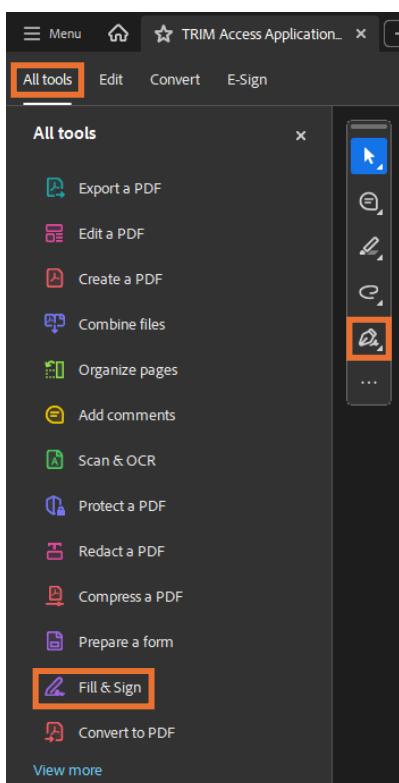
Did you know you can electronically sign your documents directly from TRIM? By using the **Edit** function in TRIM, you can avoid the pain of printing, signing and re-scanning our documents.

1. In **TRIM** search or navigate to the document
2. Highlight the document and Right-click > Select **Edit** (the document will open in its authoring application e.g. Adobe)



To place an electronic signature on a scanned PDF:

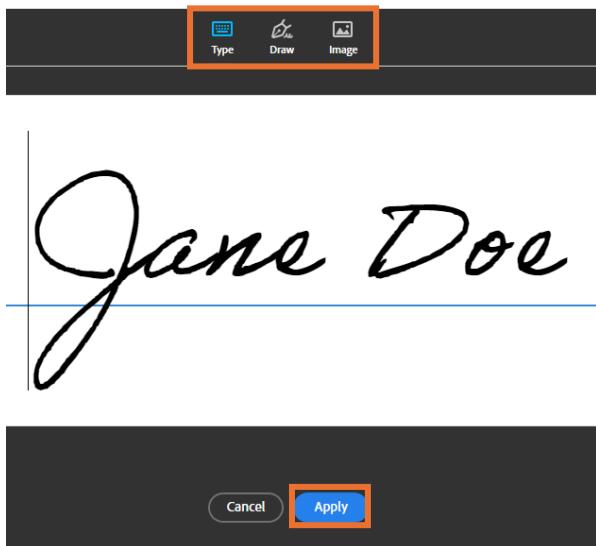
1. From the **All tools** tab, you can select **Fill & Sign**, or from the floating toolbar, you can select the  icon:



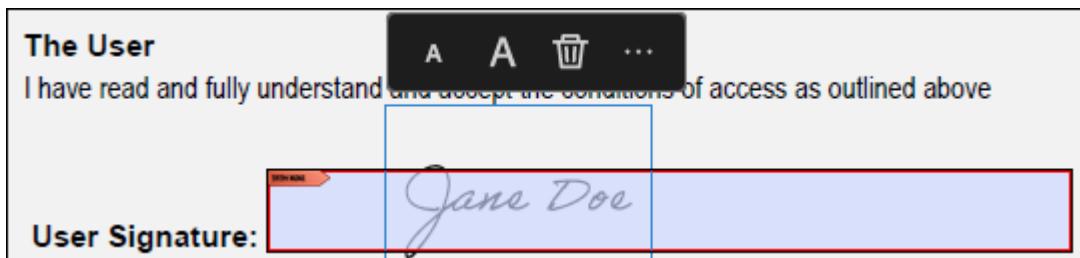
2. This will take you to the **Fill and Sign** section. Click **Add Signature** (if you haven't already created a signature):



3. Select **Type**, **Draw** or **Image** to create your signature, then, click **Apply**



4. Apply the signature where required:



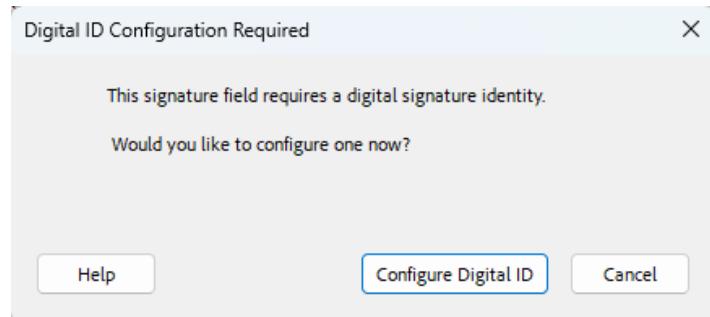
5. Save the document, and close to return to TRIM.

PDF FILLABLE FORMS

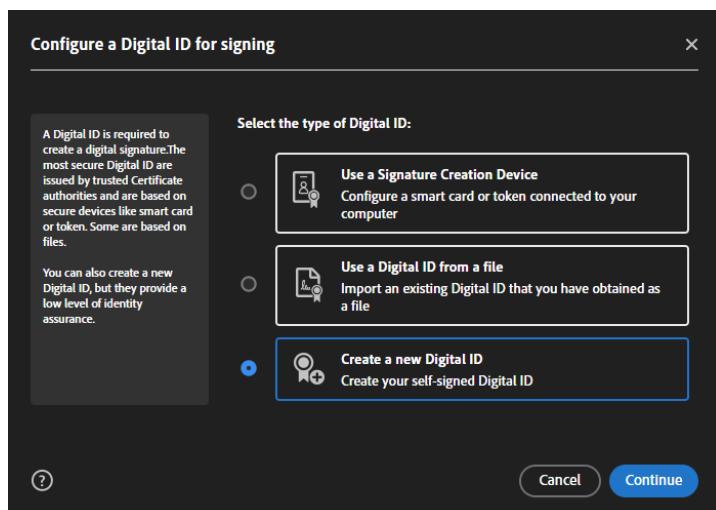
Some PDFs have been created as a PDF fillable form; meaning certain fields have been designed to be electronically editable. In this case, the signature field would look like the below:



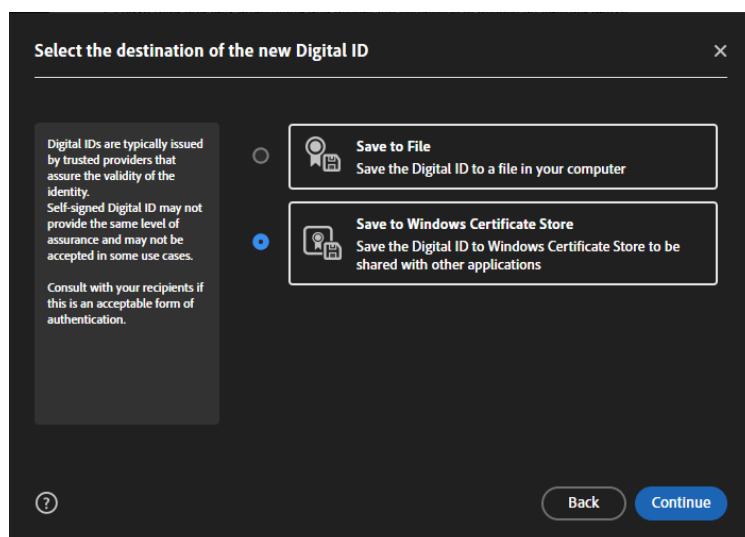
1. Left-click in the signature field to activate and select your Digital ID to sign the form
2. If you haven't already created a Digital ID, the below window will appear. Select **Configure Digital ID**:



3. Select **Create a new Digital ID**:



4. Select **Save to Windows Certificate Store**



5. Populate the required fields to create your Digital ID > Click **Save**:

6. Select the Digital ID required and click **Continue**

7. Select **Sign**

8. The signature will now apply to the document. Click **Save** and close the document to return to TRIM:



For more information on creating PDF fillable forms, see the following link:

<https://www.adobe.com/au/acrobat/how-to/create-fillable-pdf-forms-creator.html>