Adobe Reader – Creating and Using Electronic Signatures

1. Open your Facility Use Agreement
2. Click on “Fill & Sign” on the right-hand side of the document

3. Click on “Sign”, and then “Add Signature”.

4. Type your name and then click the “Apply” button.

5. Once you click “Apply”, you can place your signature in the appropriate location (on the last page of the Facility Use Agreement).

6. Click “send as email attachment” to creservations@uncw.edu

7. Once a signature has been created, it will be stored for future use. After the first time, just click on the stored signature under the sign button and place in the appropriate location.