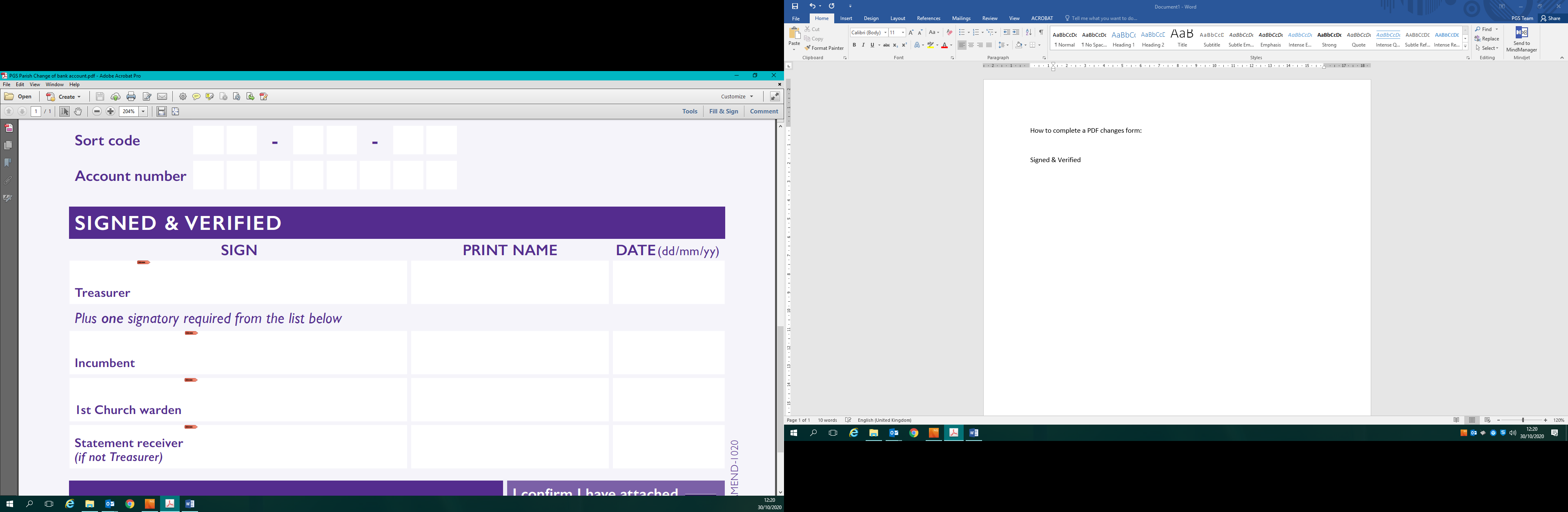
**How to electronically sign a PDF Form:**

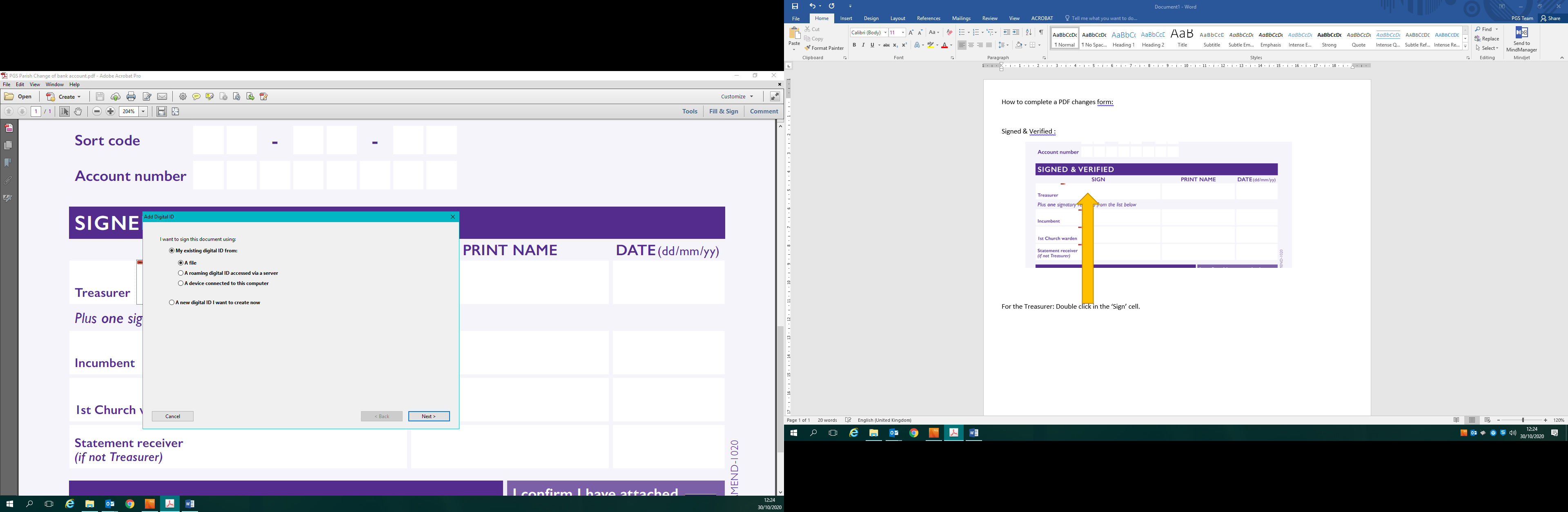
Complete the main details on the form as stated.

For the Signed & Verified section:

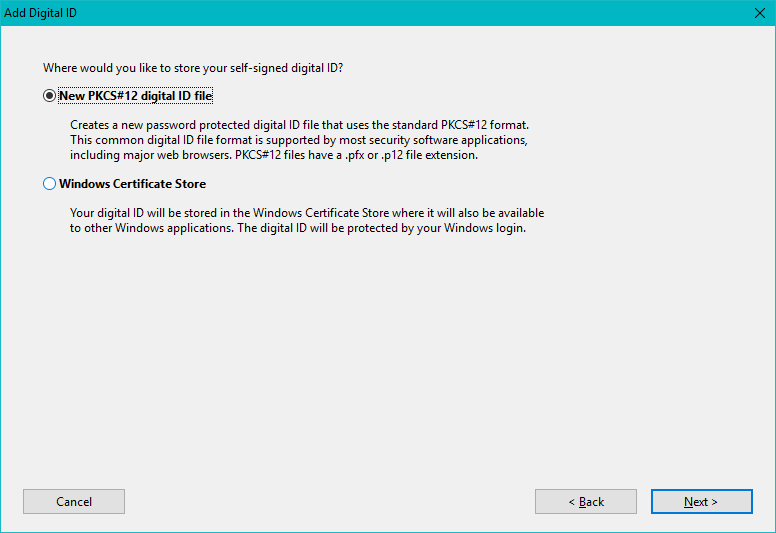
* Double click on the ‘Sign’ cell.



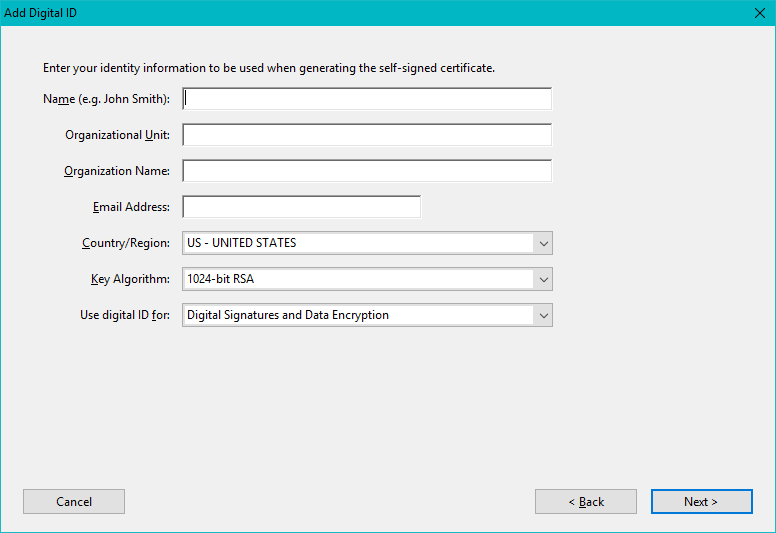
* This will bring up the pop up detailed below:



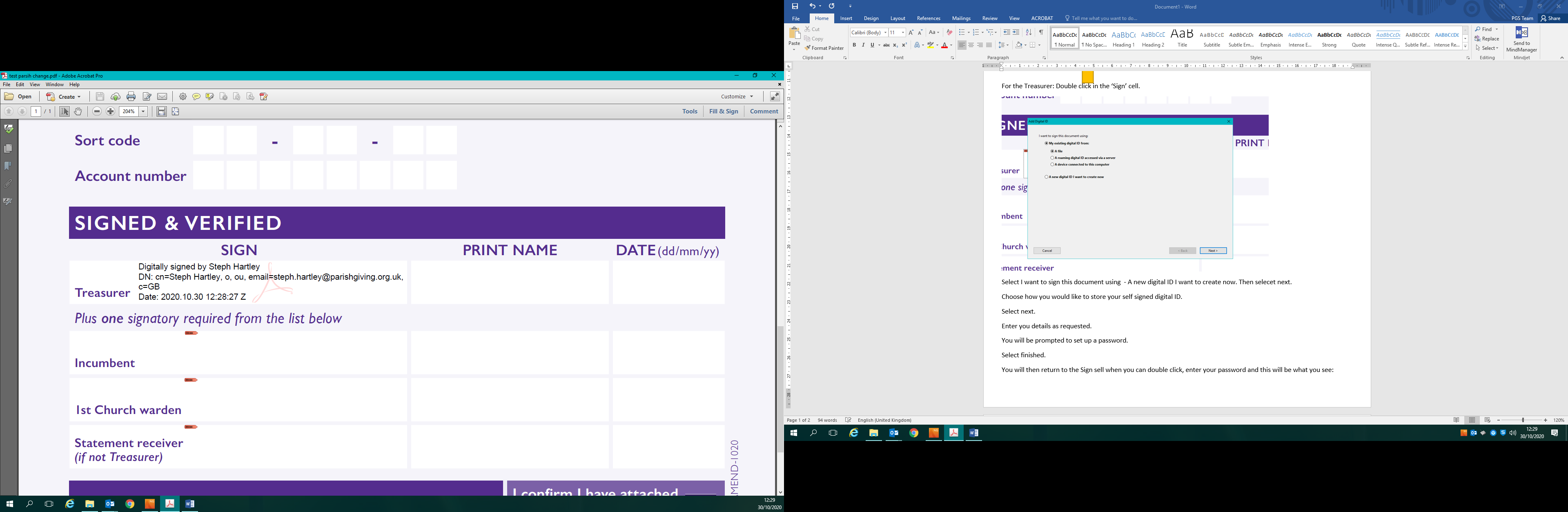
* Select I want to sign this document using - ‘A new digital ID I want to create now’. Then select next.
* Choose how you would like to store your self signed digital ID



* Select next.
* Enter your details as requested.



* You will be prompted to set up a new password.
* Select finished.
* You will then return to the ‘Sign’ cell.
* Double click on the cell and enter your password and this will be what you see:



* The form is now signed.

This change form can then be sent electronically to next signatory to sign. For change requests please send to [info@parishgiving.org.uk](mailto:info@parishgiving.org.uk) please submit completed registration forms to your Diocese.