

# Membership and Skipper Agreements - How to Digitally Sign Your Form

## For Adobe Acrobat Reader DC

If you already have a digital signature file stored on your computer, click inside the signature box and you will be prompted to load your digital signature to the document. You will need your password.

If you DO NOT already have an electronic signature file stored, or would like to use a simpler method, the following steps will allow you to digitally sign the form without creating or using a password protected file.

1. Complete all required information on the form – using Adobe Acrobat Reader DC (free download). Do not use any other default PDF viewers, including your browser.
2. Enter the date next to the signature block.
3. Click the fountain pen tip icon on the toolbar above your document.
4. If your signature has already been created, simply drag it to the signature box.
5. If you do not see your signature, click on “add signature”, type in your name (or sign with your finger or stylus if you have a touch screen), then click “Apply” and drag your newly created signature to the signature box.
6. For multiple signatures within a household Membership Agreement, click the minus-sign next to the saved signature, then repeat steps 5-6 for each household member.
7. On the top toolbar, Click “File”, then “Save As” to save your form with a file name as follows:

**Membership Agreement:** YYYY\_Lastname\_Firstname\_MA (e.g., 2020\_Doe\_Jane\_MA)

**Skipper Agreement:** YYYY\_Lastname\_Firstname\_SA\_BoatCategory, where FS=Flying Scot, CR=Cruiser, BO=Flying Scot and Cruiser. (e.g., 2020\_Doe\_Jane\_SA\_BO)

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