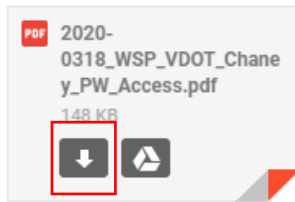


Bluebeam – How to Sign a Document that you Receive via email

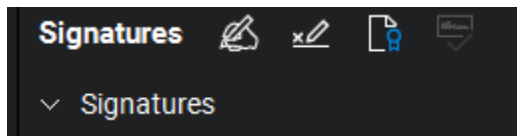
- In Gmail you will need to click the download button on the pdf that you have received



- Once it has downloaded it should open the document up in Bluebeam
- In Bluebeam you will click on the signature icon



- (If you do not have the signature icon then click Tools, Signature, and Sign Document.)
- You will then see the below to the left of your document



- Once you are ready to sign the document – you will click the hand holding the pen icon



- Draw your box on the document where you need to sign
- Choose your digital ID (First name Last name)
- Click OK
- Enter in your password that you set up to sign

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- You will know that your signature is valid with the green certificate next to 'Signed by' and your name

