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# Signing PDF Documents via Mobile Phone

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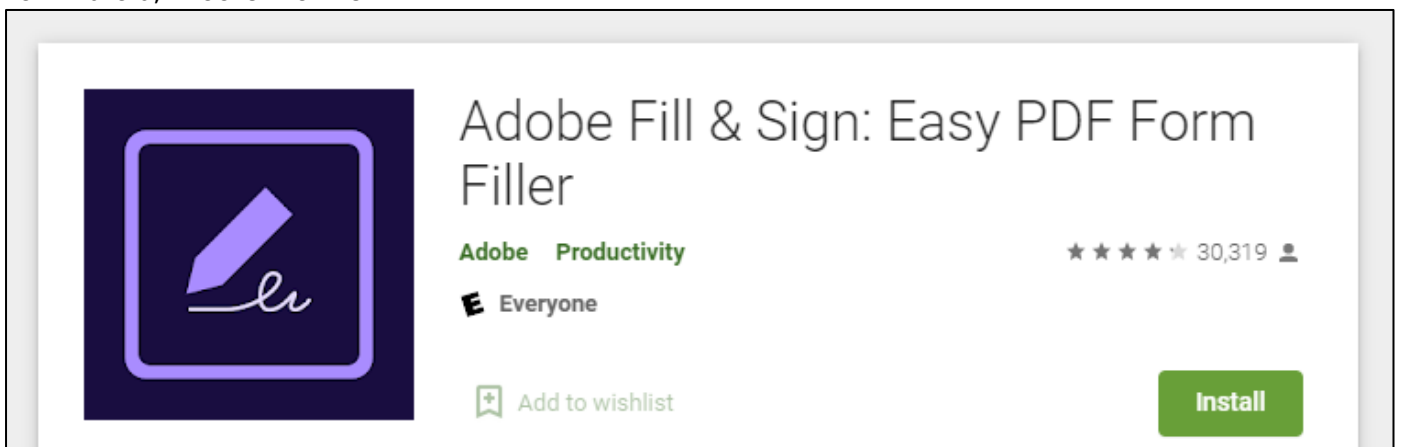
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To be able to sign PDFs on via mobile phone, an app called **Adobe fill and sign** is available in the Android Play Store and the GGHAppCat app on Apple devices to install under the work apps.

Select your phone type from within the contents above to be directed to the appropriate instructions

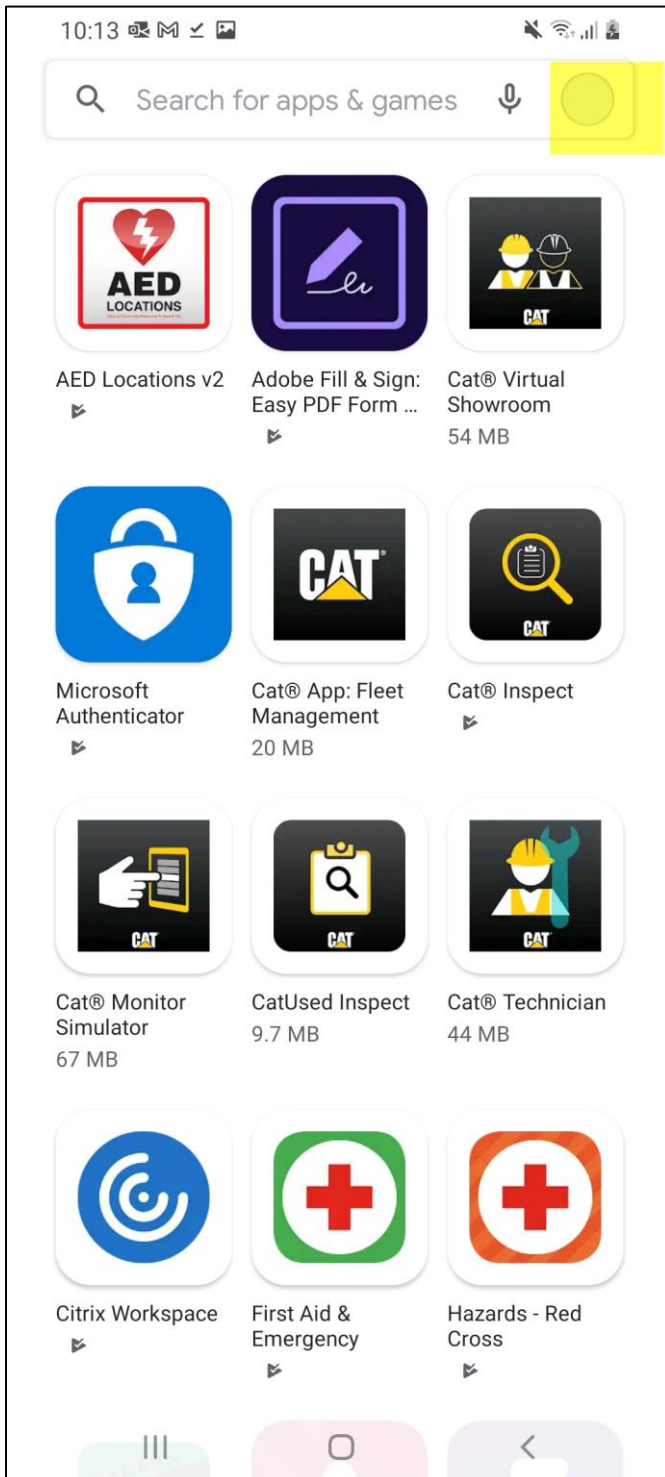
## Android

For Android, it looks like this:

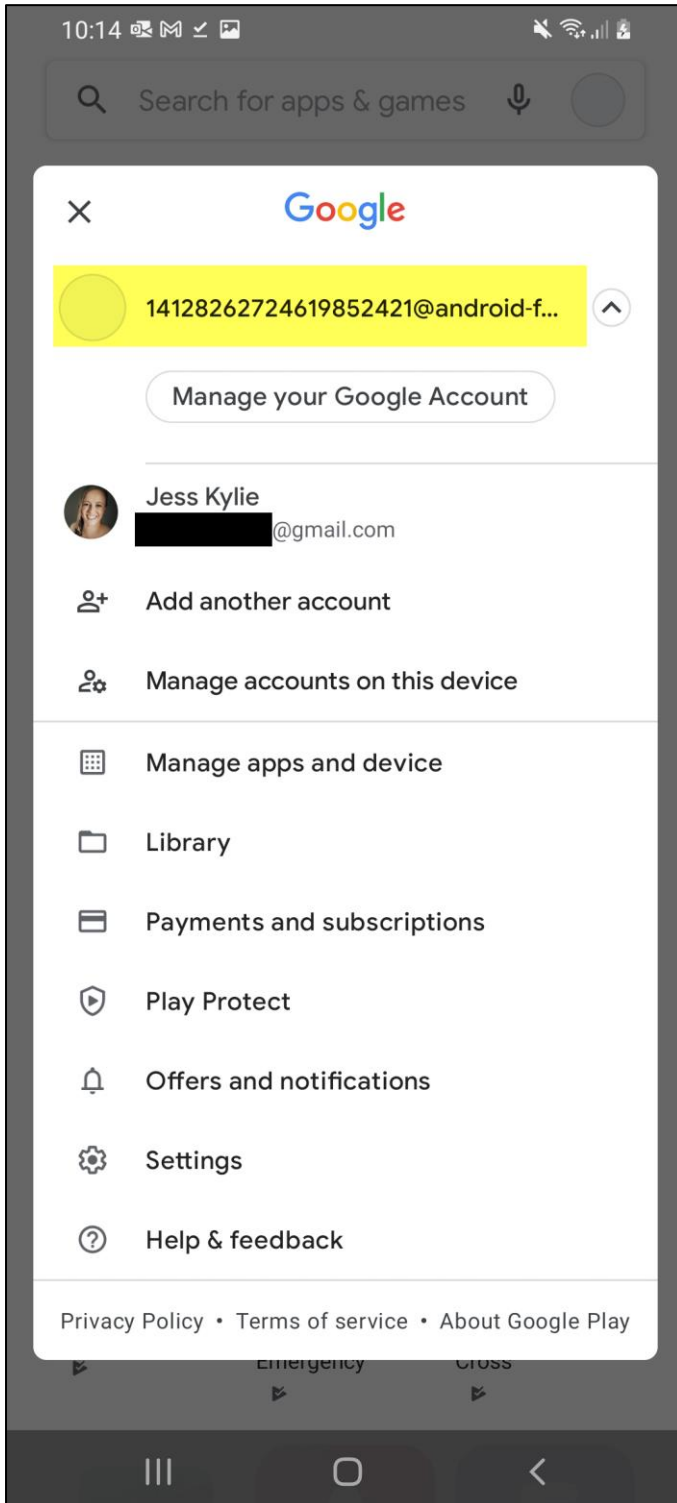


To install it onto your Android device, make sure you have your work account selected in the Play Store to view all the work apps – like below

1. Select your logo at the top right

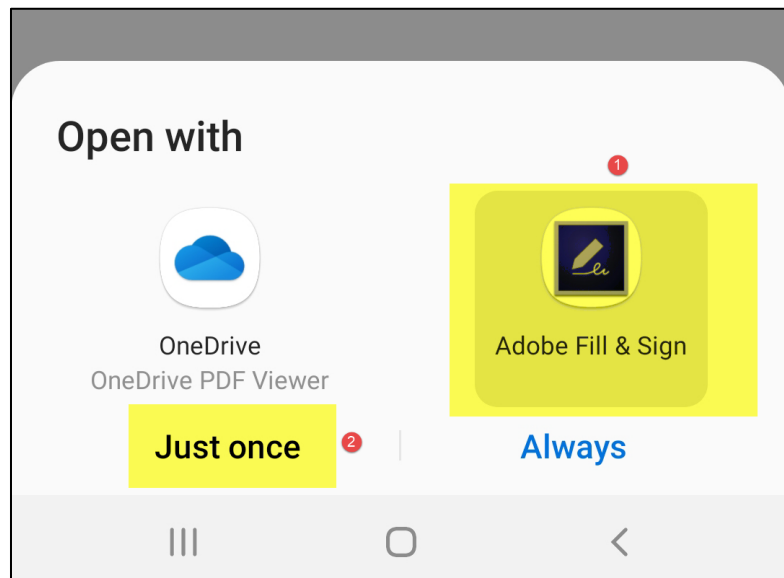
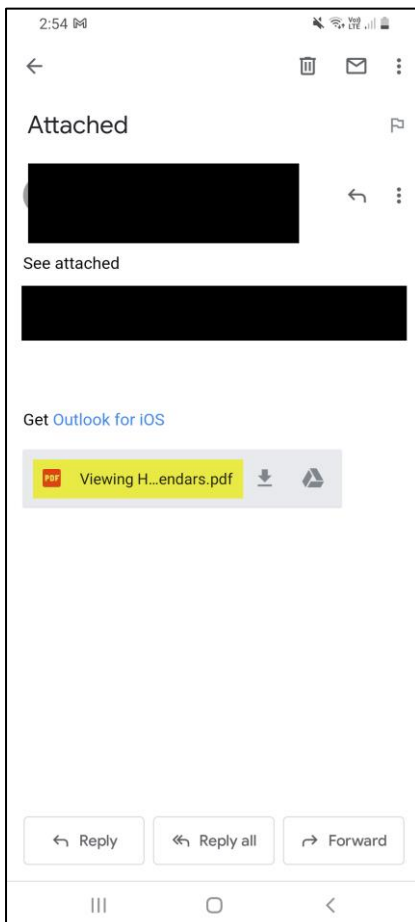


2. Select your work account that looks like the one highlighted below, then select the **X** at the top left to close the menu and return to the app page

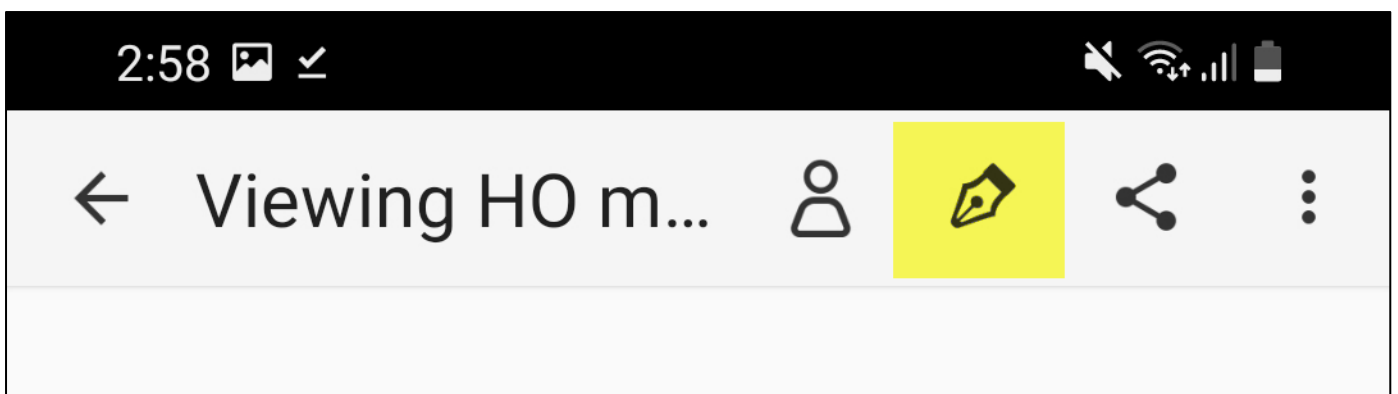


Once installed, all you need to do is open the PDF from the email it was received in – see steps below

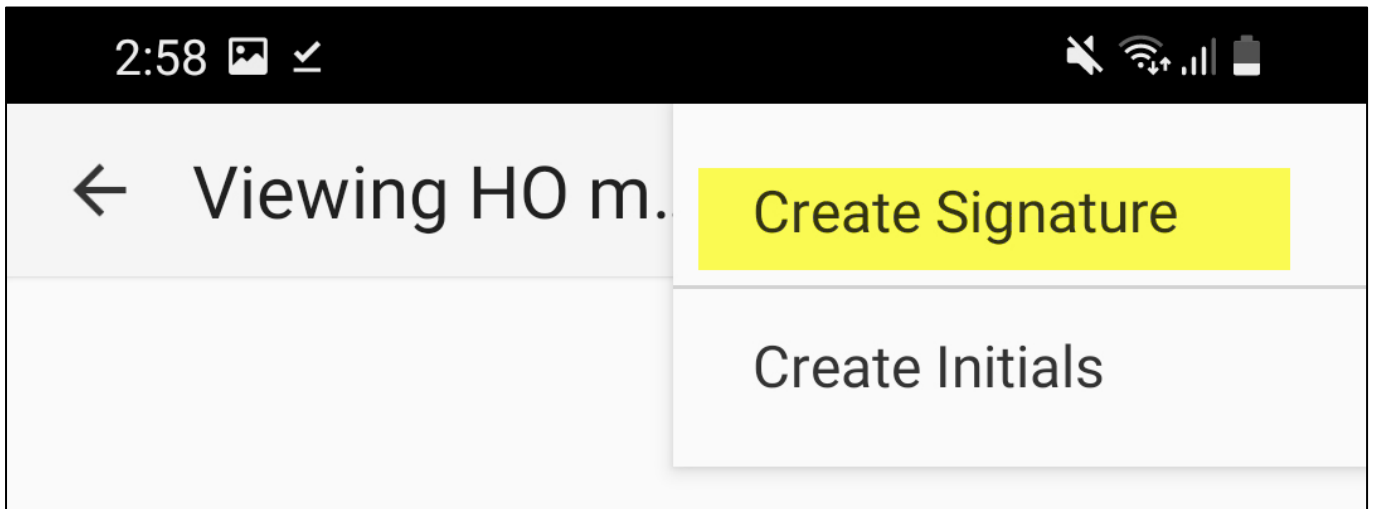
1. Click on the PDF – it will download and give you the below options
2. Select the Adobe app and select **Just Once**



3. Select the sign symbol at the top

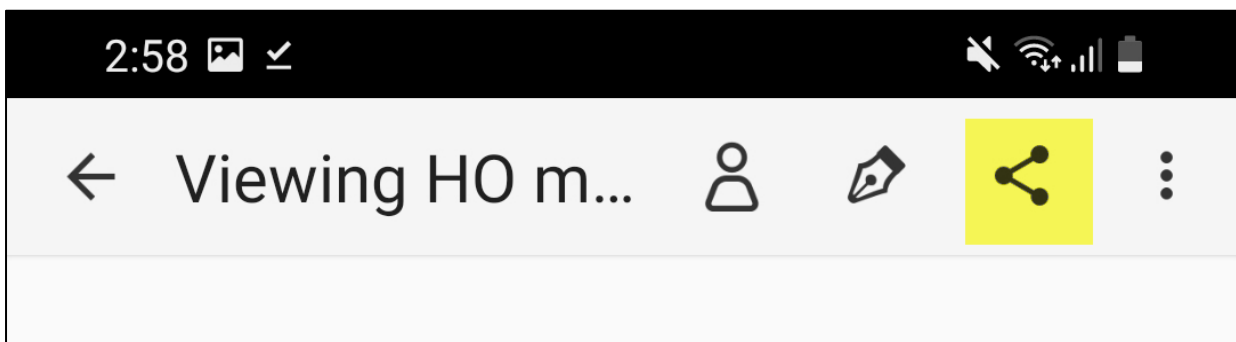


4. Select **Create Signature**

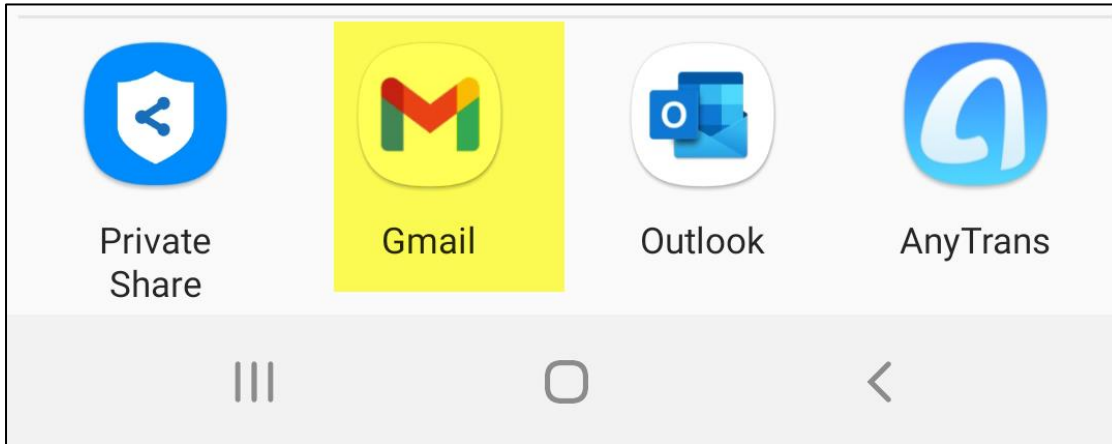


5. Once you have created your signature and signed the document, you are now ready to send it back to the recipient.

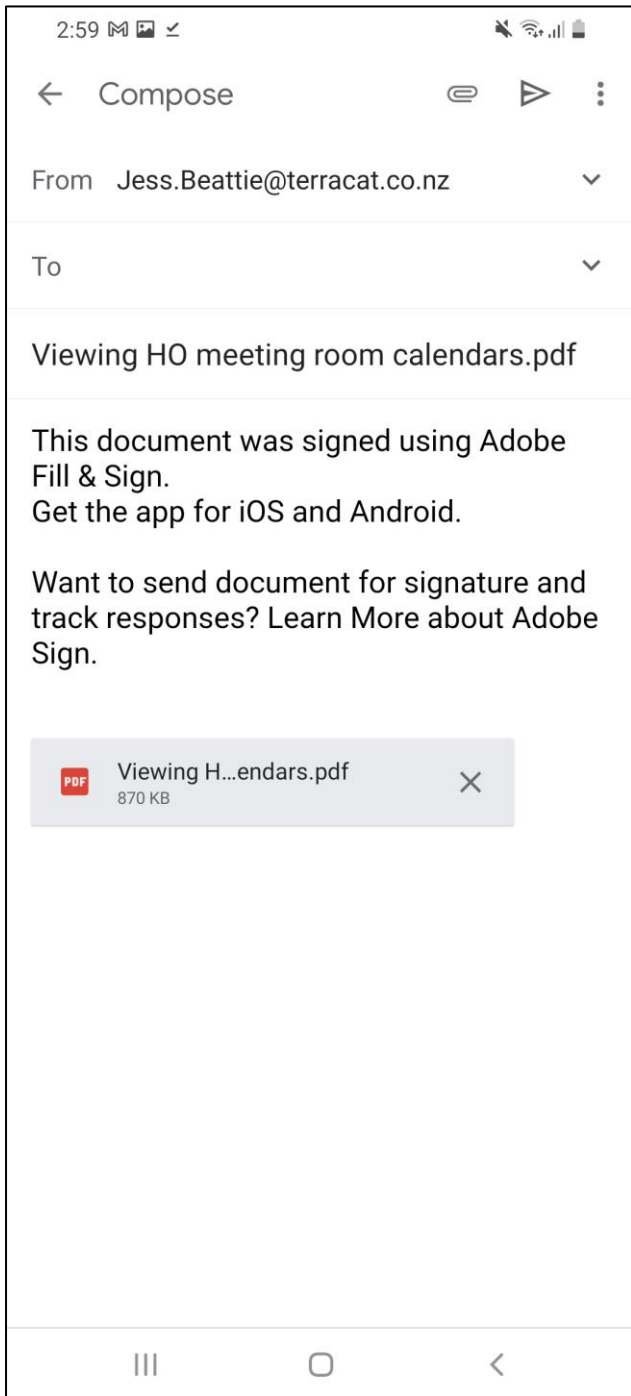
6. Select the share icon at the top



7. Select the **Gmail (or Outlook)** app which will then open a new email message and attach your signed PDF



8. Fill in the required fields then send your email



## Iphone



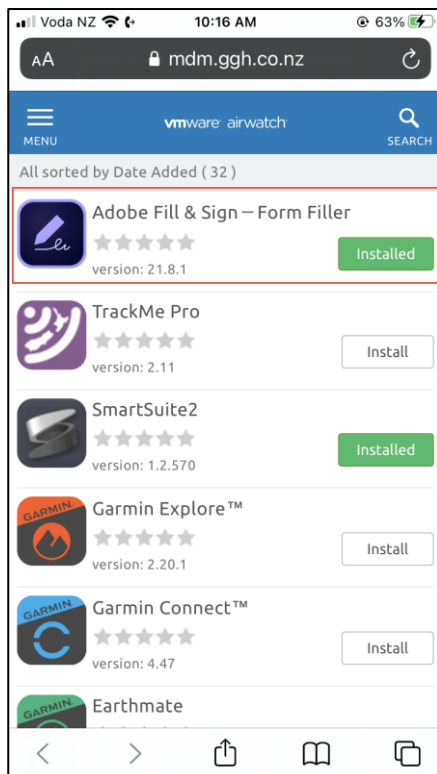
For Iphone, it looks like this:



To install it on your Iphone, find the Company App Store that looks like this:

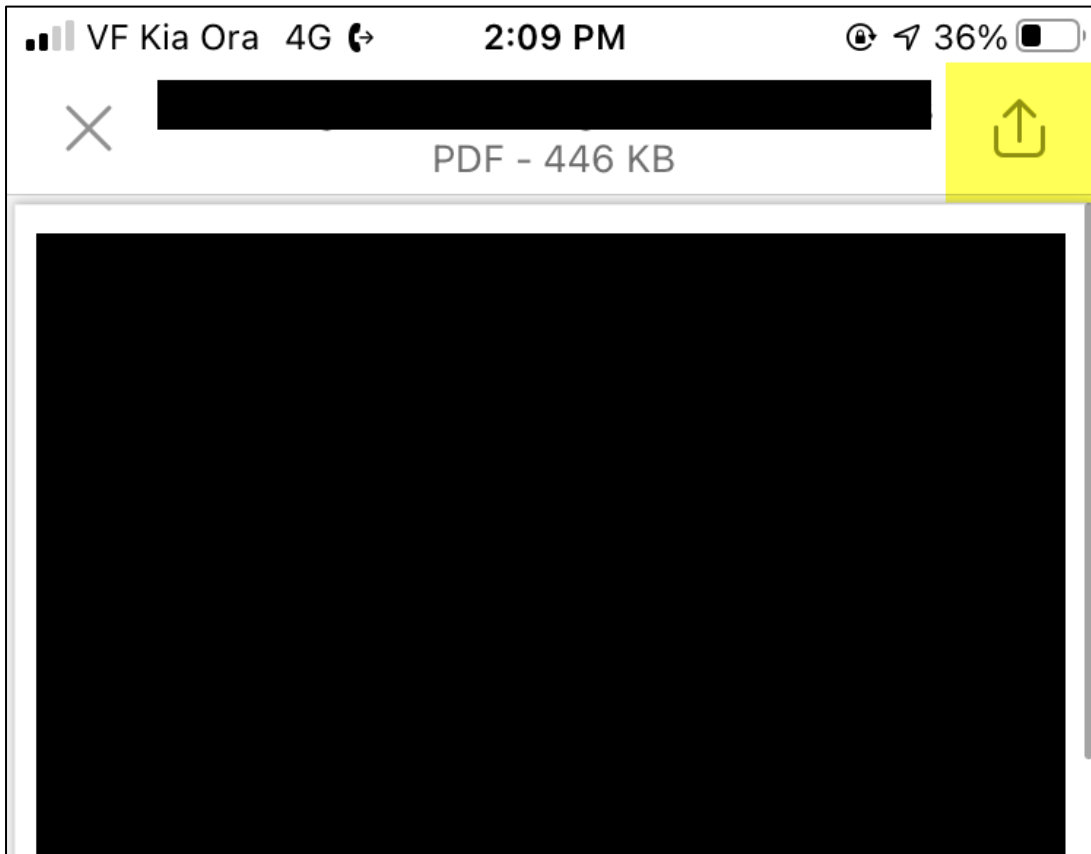


Then you should see the **Adobe fill and sign** app available to install

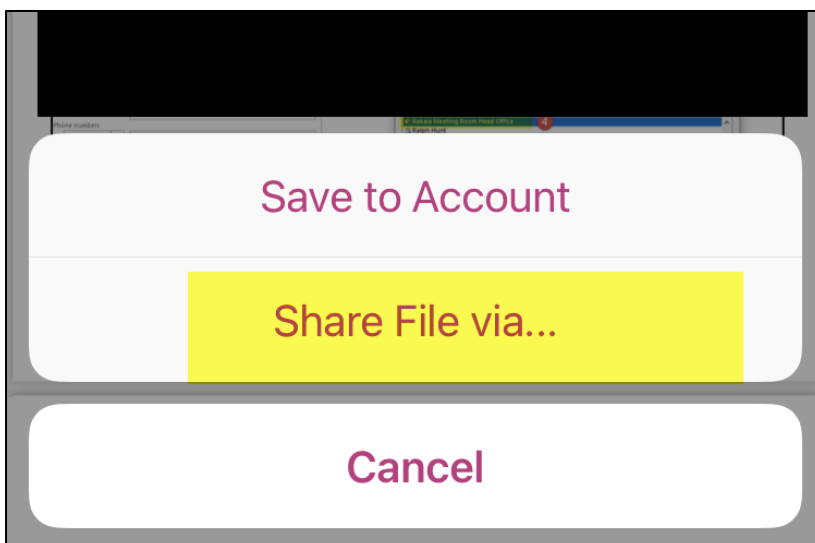


Once installed, all you need to do is open the PDF from the email it was received in – see steps below

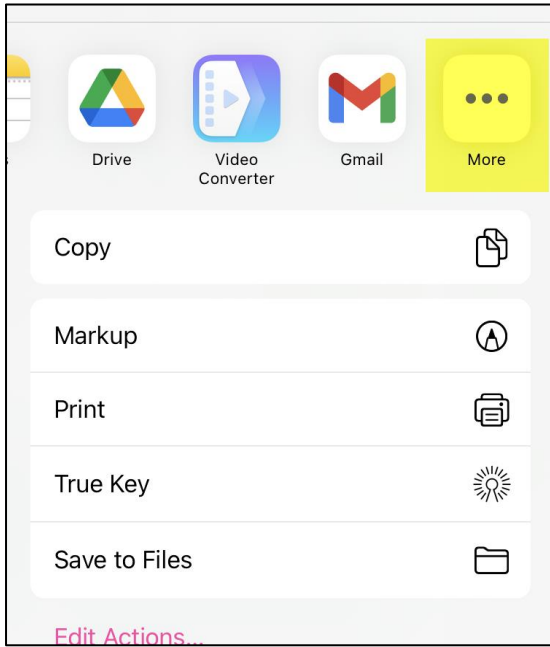
1. Select the share button at the top right



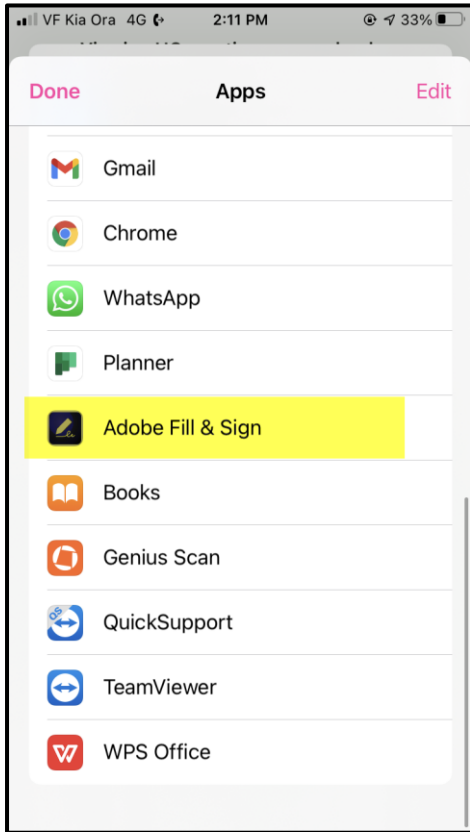
2. Select **Share File Via..**



3. Scroll across until you see the **More** option

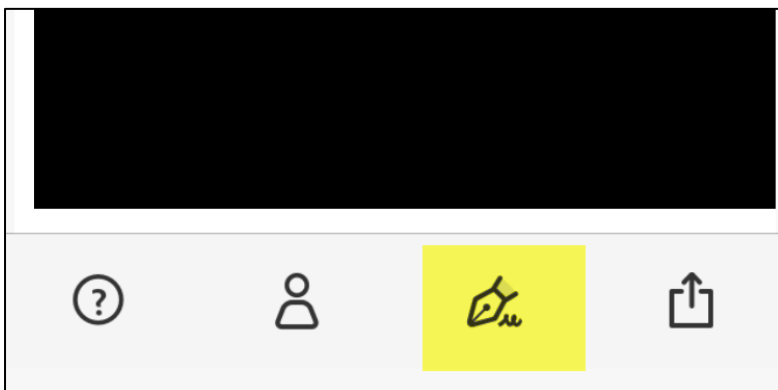


4. Scroll down until you find the **Adobe Fill and Sign** option

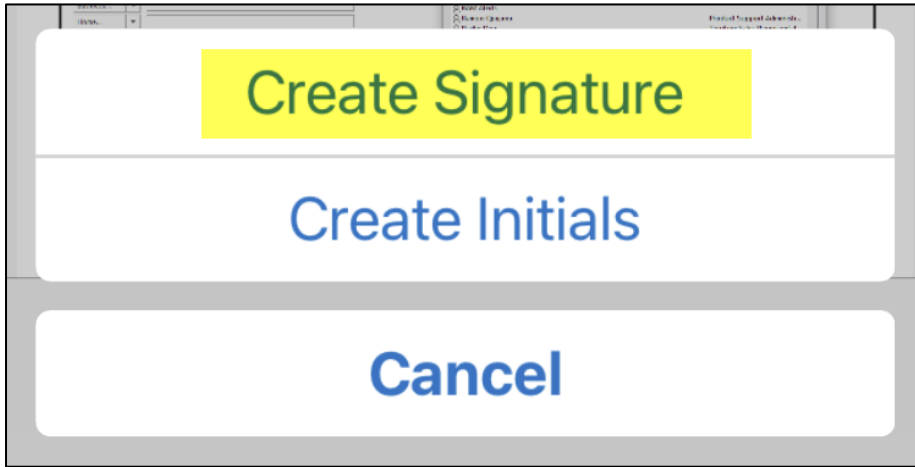


PDF document should now open in the **Adobe Fill and Sign** app

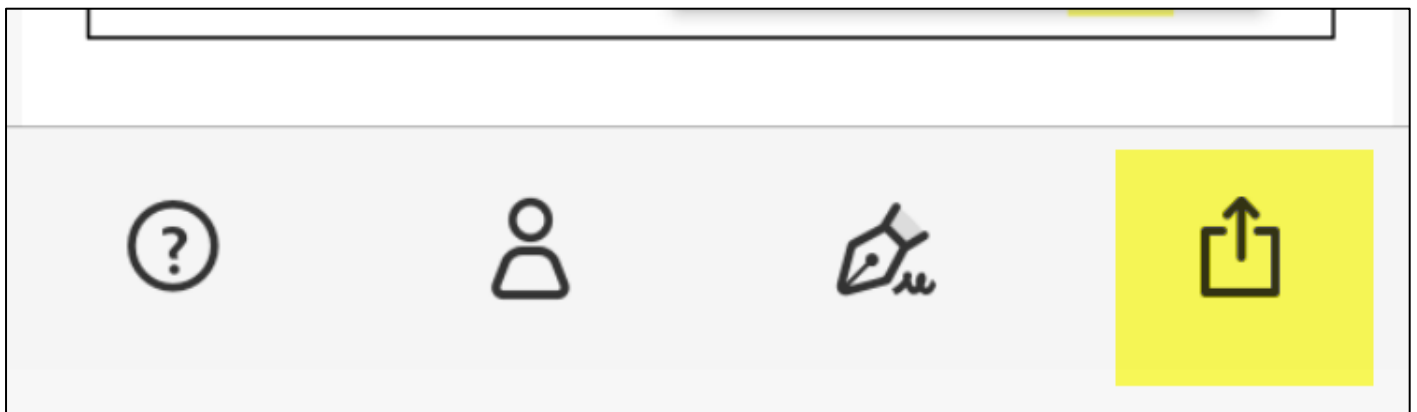
5. Select the signing icon



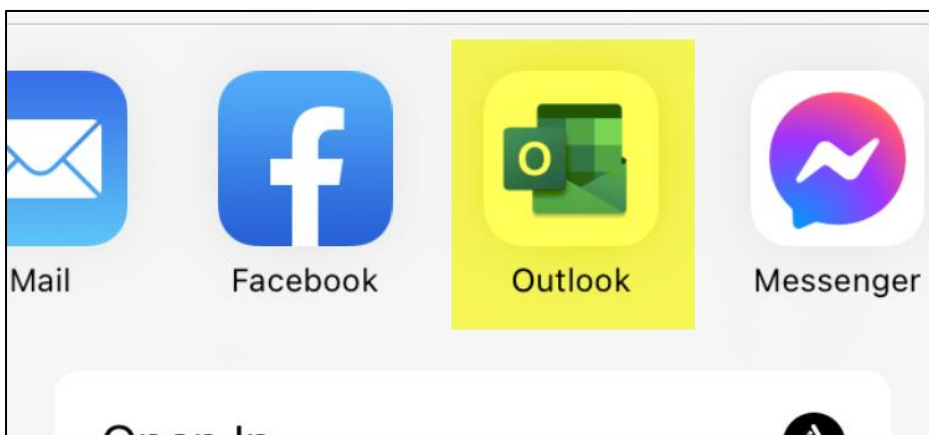
6. Create your signature



7. Once you have signed the document, to send it back to the recipient, click the share button



8. Scroll across and select the Outlook/Gmail app



9. Fill in the required fields and hit send

