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**Signing PDF Documents via Mobile Phone**

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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:

Graphical user interface, text, application

Description automatically generated

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

Graphical user interface, application

Description automatically generated

1. 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

Graphical user interface, text, application

Description automatically generated

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**

Graphical user interface, text, application, chat or text message

Description automatically generated Graphical user interface, application

Description automatically generated

1. Select the sign symbol at the top

Table

Description automatically generated

1. Select **Create Signature**

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Once you have created your signature and signed the document, you are now ready to send it back to the recipient.
2. Select the share icon at the top

Table

Description automatically generated with medium confidence

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

Graphical user interface, application

Description automatically generated

1. Fill in the required fields then send your email

Graphical user interface, application

Description automatically generated

# Iphone

For Iphone, it looks like this:

Graphical user interface, application

Description automatically generated

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

Text

Description automatically generated with low confidence

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

Graphical user interface, text, application, chat or text message

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated

1. Select **Share File Via..**

Graphical user interface, application

Description automatically generated

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

Graphical user interface, application

Description automatically generated

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

Graphical user interface, application

Description automatically generated

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

1. Select the signing icon

A picture containing graphical user interface

Description automatically generated

1. Create your signature

Graphical user interface, text, application, chat or text message

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated with medium confidence

1. Scroll across and select the Outlook/Gmail app

Graphical user interface, application

Description automatically generated

1. Fill in the required fields and hit send

Graphical user interface, text, application, chat or text message

Description automatically generated