How to Add a Signature and Date to Your WSAS Short-term Loan Agreement
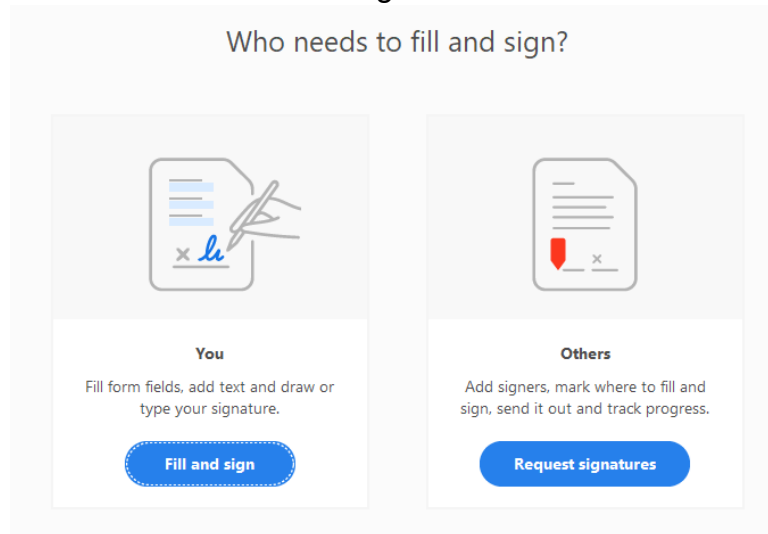
1. Open WSAS Short-term Loan Agreement in Adobe Acrobat Pro DC (part of Adobe Creative Cloud license for Wellesley College).

2. Select "Fill & Sign" tool in the right pane. (The purple icon that looks like a pencil writing.)

3. Select "You" and "Fill & Sign"

4. In the toolbar near the top of the page, select the Sign Tool (fountain pen graphic) and draw your signature. Then click "Apply" to place your signature on the form.

5. Click next to the Date Signed Borrower field on the bottom of the form and enter today's date MM/DD/YY.

6. Save the form and email the signed/dated form back to WSAS. Thank you!

Note: Documents may also be printed out and signed/dated. Scan or take a picture of the signed document, attach it to an email and send it back to WSAS.

Contact Kat Longee at loans@wellesley.edu or 781-283-2992 if you have any questions.