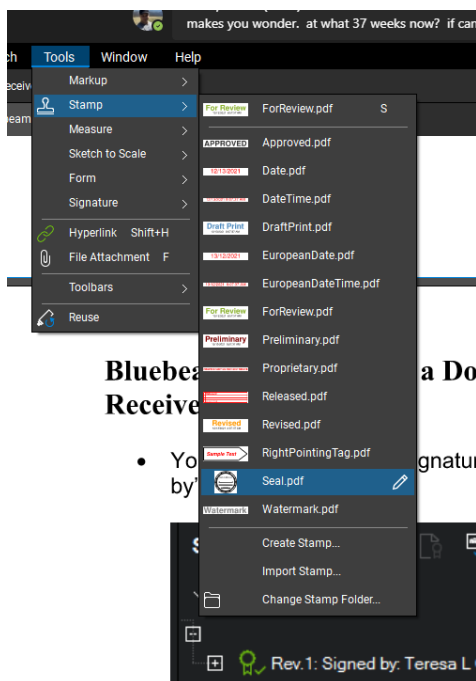


# Bluebeam – How to Sign and Seal a Document

Before signing a document that you need to sign and seal you will need to place your seal.

To place your seal do the below

- Open the document you need to sign and seal
- Click Tools
- Choose Stamp
- Locate your Stamp (It should start with PE/LS then have your last name first initial middle initial)

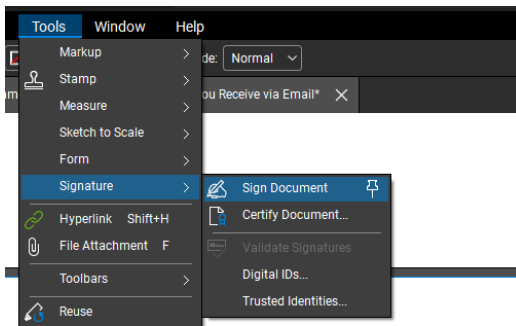


- Once you have clicked your seal you will need to draw the box on your document

# Bluebeam – How to Sign and Seal a Document

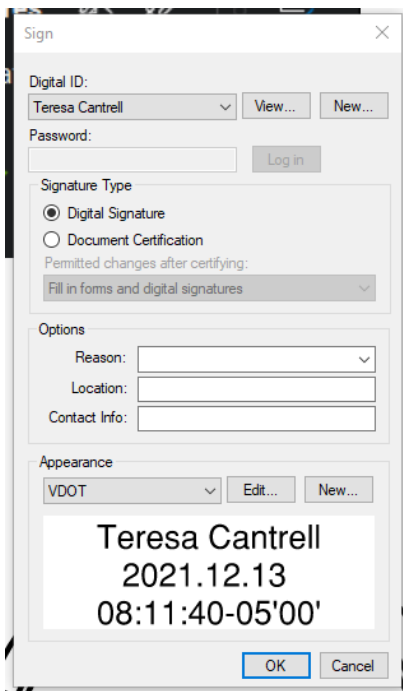
To sign the document do the below

- Click Tools
- Choose Signature
- Choose Sign Document



## Bluebeam – How to Sign a Doc

- Draw your signature box
- You will have a pop-up; you will need to click ok



- Choose the location that you want to save the document
  - Name the document
  - Click Save

# Bluebeam – How to Sign and Seal a Document



- You will receive a pop-up to enter in your signing password
  - Enter your password
  - Click OK

Your document has not been signed and sealed