

## How to complete and add an e-signature to the editable Standard Financial Statement.



- 1** Download the SFS form, open it with Adobe Acrobat Reader, and input your information.



- 2** Before adding your signature and saving the final version, be certain you've completed and dated all the relevant sections.



- 3** Once fully completed, scroll to page 18 then click the signature icon at the top of the page.



- 4** Drag the image to the signature box of **Section 1: Declaration & Authorisation (Mandatory)**



- 5** Follow these steps if you wish to provide the optional consents on Page 18 (**Sensitive Personal Data**) and Page 19 (**Consent to Contact**)

Signature of Borrower 1	
Date	0   1   0   1   2   0   2   2

**Correct:** This is an example of an e-signature which is in the required format.

Signature of Borrower 1	John Walsh
Date	0   1   0   1   2   0   2   2

**Incorrect:** This is an example of an e-signature which is not in the required format.

## Here's how to save an image of a handwritten signature:



- A** Write your signature on a plain piece of paper.



- B** Take a photo of your signature and crop it to fill the image. Save the cropped image to your PC.



- C** Click on the signature icon and select **Add Signature**.



- D** Choose **Select File** and open the image you saved earlier, then select **Apply**.



- E** Now you can add your signature as outlined in steps 4 and 5.

- F** If your loan is in joint names, the second borrower can add their signature by repeating the same steps as above but choosing the option **Add Initials** instead of Add Signature.