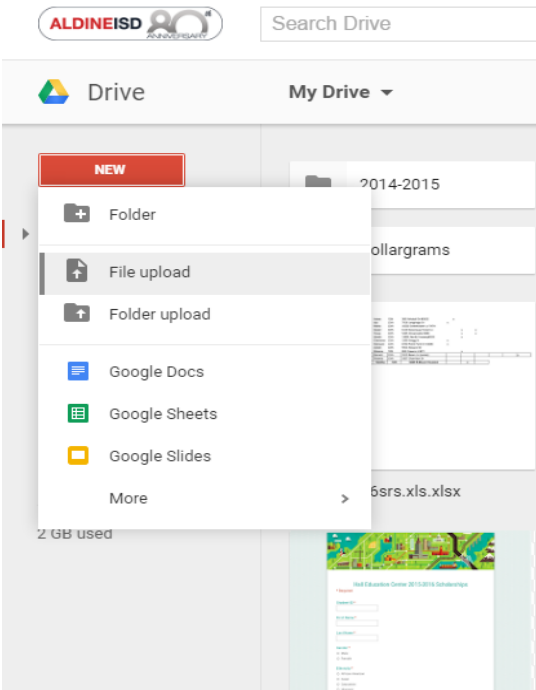


# 1. Log into your Google Account

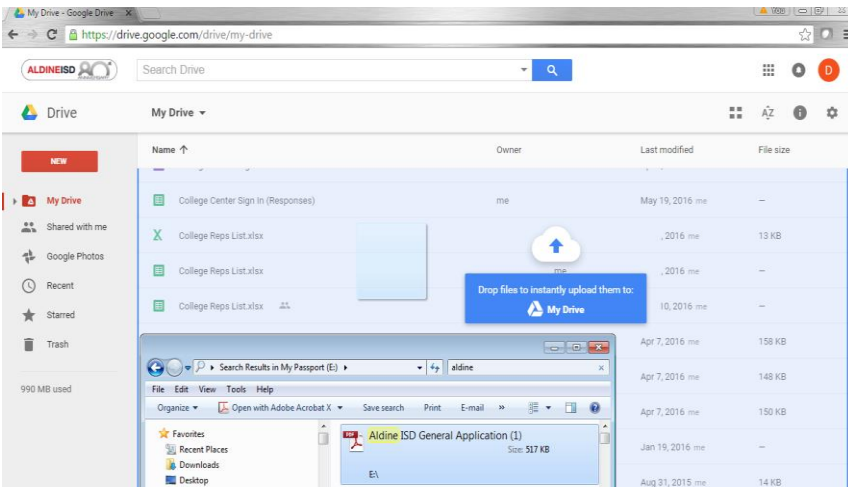


# 2. Upload your file to your Google Drive (G Drive)

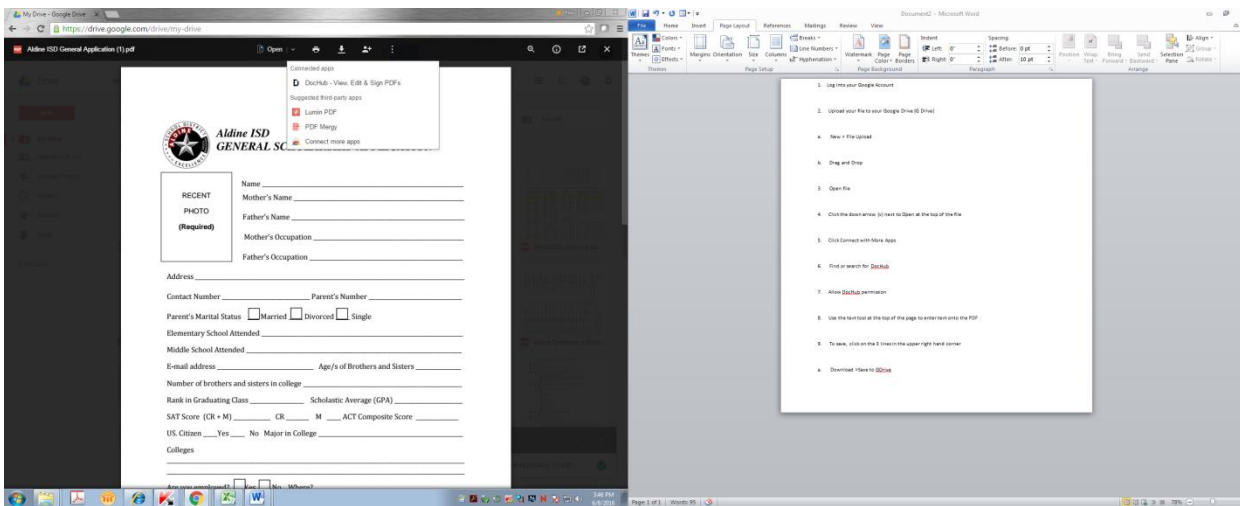
## a. New > File Upload



## b. Drag and Drop



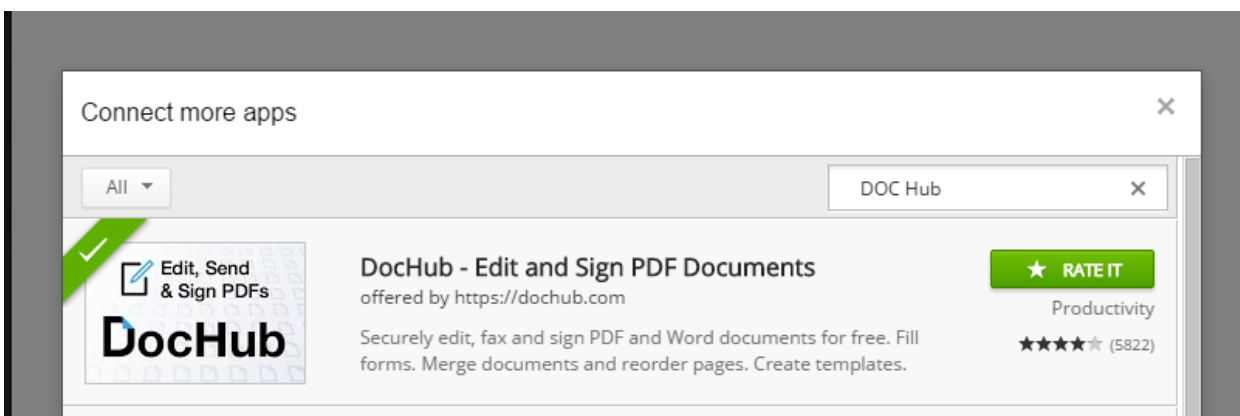
### 3. Open file



4. Click the down arrow (v) next to Open at the top of the file

5. Click Connect with More App

6. Find or search for DocHub





## 7. Allow DocHub permission

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- DocHub - Sign & Edit PDFs would like to:



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 View your email address 



---

 View your basic profile info 

---

 View and manage Google Drive files and folders that you have opened or created with this app 

---

 Add itself to Google Drive 

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By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

## 8. Use the text tool at the top of the page to enter text onto the PDF

9. To save, click on the 3 lines in the upper right hand corner

a. Download > Save to GDrive

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