

2024

 **BSP STUDENT**

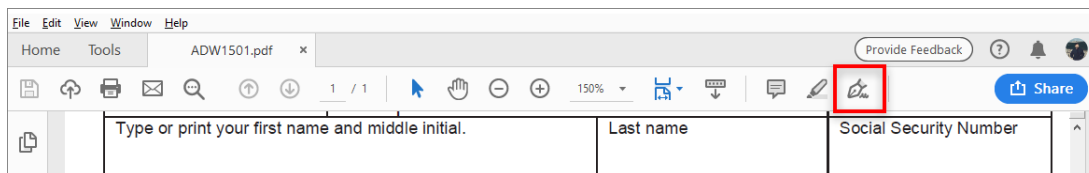


Digital Document Guide

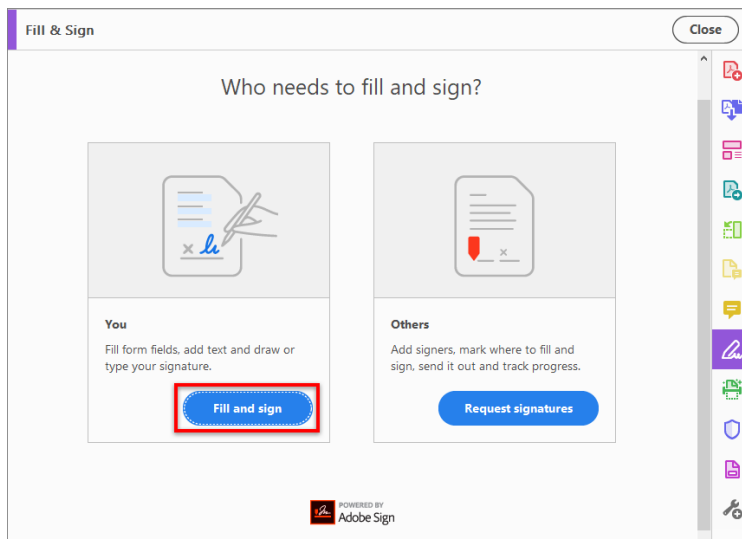


How to digitally complete and sign your documents

1. Download the attached documents to your desktop
2. Open the form in [Adobe Acrobat Reader](#)
3. Click the **Sign icon** in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane



4. The Fill & Sign tool is displayed. Click **Fill and Sign**

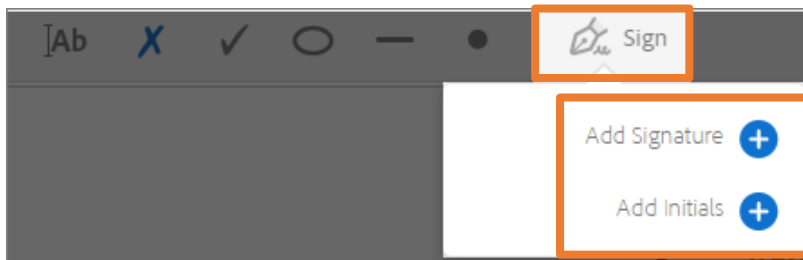


5. Click in the **blue boxes** to update the information in those fields

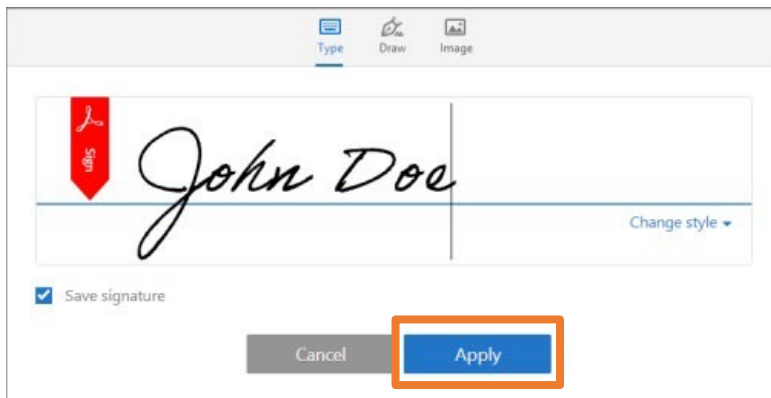
Residential Address:	100 Fake St, Port Moresby	
Mobile Number:	+675 709 3846	
Occupation:	Business Owner	

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6. Click **Sign** in the toolbar, and then choose whether you want to add your signature or just initials

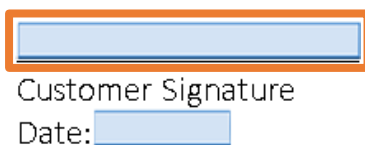


7. If you've already added your signature or initials before, select it from the **Sign** options, and then click in the **signature field** to place your signature
8. If you are signing a PDF for the first time, you will see the **Signature or Initials** panel



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use

- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click **Change Style** to view a different style
- **Draw:** Draw your signature in the field using the mouse
- **Image:** Browse and select a saved image of your signature
- **Save Signature:** When this check box is selected, the added signature is saved securely in Adobe Document Cloud for reuse. You will need to be signed into Adobe Acrobat Reader
- Click **Apply**, and then click in the **signature field** to place the signature or initial



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9. Add the date

Customer Signature

Date:

10. Save the file and email them to the BSP Student Loan Team at studentloan@bsp.com.pg

Refer to Appendix 1 for example of executed documents

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BSP

Our Bank. Our People.



How to complete, scan and return your documents using Windows

1. Download the attached documents to your desktop
2. Open the document in [Adobe Acrobat Reader](#)
3. Choose **File > Print** or **click the printer icon** in the toolbar
4. Select a printer and number of copies to print
5. Under **Pages to Print**, select an option:
 - **All** - prints all pages
 - **Current page** - prints the current page
 - **Pages** - specifies a subset of pages to print. You can enter individual page numbers, a range, or a combination. For example: 1, 6-18, 33, 98
 - **More options** - specifies additional options such as even or odd pages, and reverse pages
6. Click **Print**
7. Update any details in the fields provided, then **sign** and **date** the document with a blue or black pen
8. If you have a scanner, or your printer has a scanner function, place the document face down on the scanner
9. In your computer's taskbar type **Windows Scan** and select **Scan** from the results
10. Under **Scanner**, select the scanner you want to use
11. Under **Source**, select the location you prefer to scan from
12. Under **File type**, select the file type you want to save it as
13. Select **Show more** to show the **Save file to** options, then choose where, on your computer, you'd like to save the file
14. Select **Scan** at the bottom of your screen to scan your document or picture
15. Attach the scanned document, and any required additional documents, and email them to the BSP Student Loan Team at studentloan@bsp.com.pg

Refer to Appendix 1 for example of executed documents

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How to complete, scan and return your documents using a Mac computer

1. Download the attached documents to your desktop
2. Open the document in [Adobe Acrobat Reader](#)
3. Choose **File > Print** or click the printer icon in the toolbar
4. Select a printer and number of copies to print
5. Under **Pages to Print**, select an option:
 - **All** - prints all pages
 - **Current page** - prints the current page
 - **Pages** - specifies a subset of pages to print. You can enter individual page numbers, a range, or a combination. For example: 1, 6-18, 33, 98
 - **More options** - specifies additional options such as even or odd pages, and reverse pages
6. Click **Print**
7. Update any details in the fields provided, then **sign** and **date** the document with a blue or black pen
8. If you have a scanner, or your printer has a scanner function, place the document face down on the scanner
9. Open the **Preview app** and choose File > Import from Scanner
10. Set the scanning options. You can choose any of the following:
 - **Scan Mode** - Choose Flatbed or Document Feeder from the pop-up menu.
 - **Kind** - Choose a document type
 - **Choose Text** for a text document; choose Black & White for greyscale images; and choose Colour for colour images
 - **Orientation** - Select Duplex to scan both sides of a page
 - **Size** - Choose a size for the scanned item
 - **Scan To** - Choose where to save the scanned items
11. Click Scan
12. Attach the scanned document, and any required additional documents, and email them to the BSP Student Loan Team at studentloan@bsp.com.pg

Refer to Appendix 1 for example of executed documents

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How to complete and return your documents as a photo

1. Download the attached document to your desktop
2. Open the document in [Adobe Acrobat Reader](#)
3. Choose **File > Print** or click the printer icon in the toolbar
4. Select a printer and number of copies to print
5. Under **Pages to Print**, select an option:
 - **All** - prints all pages
 - **Current page** - prints the current page
 - **Pages** - specifies a subset of pages to print. You can enter individual page numbers, a range, or a combination. For example: 1, 6-18, 33, 98
 - **More options** - specifies additional options such as even or odd pages, and reverse pages
6. Click **Print**
7. Update any details in the fields provided, then **sign** and **date** the document with a blue or black pen
8. Using your phone, take a photo of the completed document, and repeat for any additional required documents. When taking photos ensure the full-page, top to bottom, is included and the signature and added information is clear.
9. Attach the photos of the documents and email them to the BSP Student Loan Team at studentloan@bsp.com.pg

Refer to Appendix 1 for example of executed documents

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Appendix 1 - Example of Executed Letters

Pre-Offer Letter

BSP

<Insert Date>
 <Customer Name>
 Address
 Delivery Mode: Email

Dear <Customer Name>
 RE: Pre-offer Letter - Kwik Sumatin Loan

SAMPLE ONLY

Yours Faithfully,
 BSP Rep
 BSP Branch Representative

ACCEPTANCE BY YOU
 Customer Sign
 Customer
 Date: 13-11-2023

Letter of Offer

BSP

<Insert Date>
 <Customer Name>
 Address
 Delivery Mode: Email

Dear Sir/Madam
 Letter of Offer - Kwik Sumatin Loan - 6118

SAMPLE ONLY

CERTIFIED CORRECT
 BSP Rep
 BSP Branch Representative

ACCEPTANCE BY YOU
 Customer Sign
 Borrower
 Date: 13-11-2023

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