HOW TO FILL & SIGN A PDF DOCUMENT

[Get Adobe Reader](#)

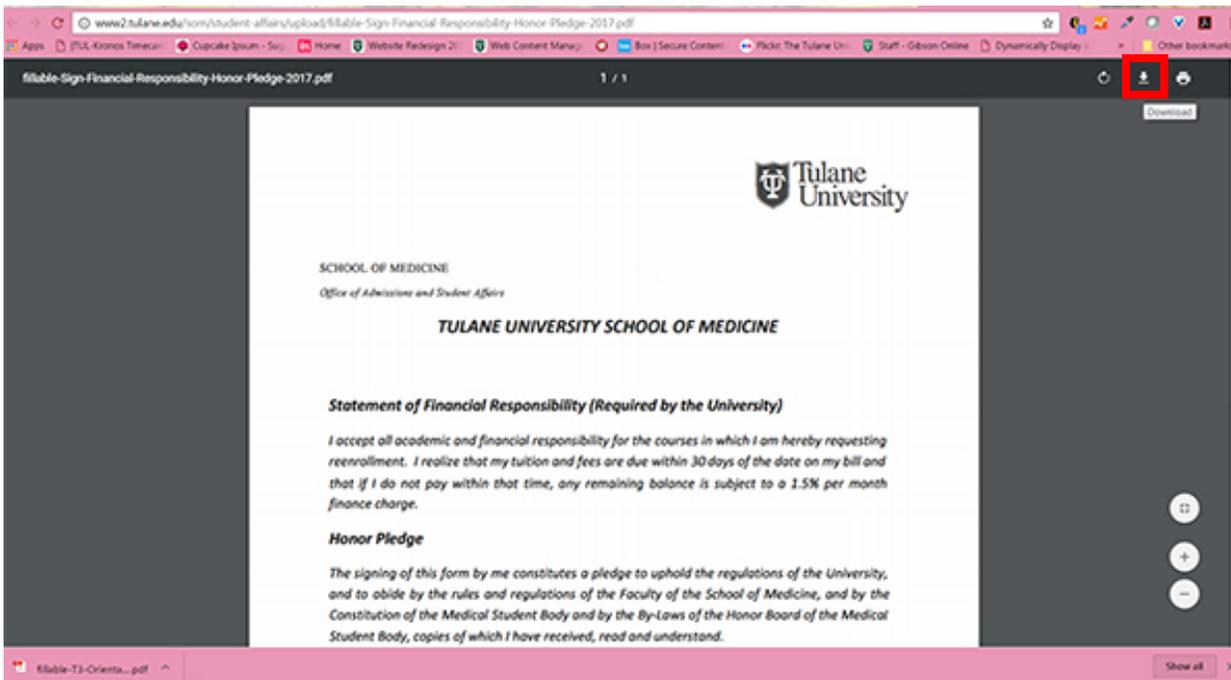## FORMS MUST BE FILLED OUT FROM A COMPUTER, NOT A PHONE

Forms must be filled out within the Adobe software and not the browser window. Below are instructions on how to save the form in the browser window and open it in Adobe Reader. Scroll down for instructions on creating a digital signature.

CHROME Browser

The PDF file will open in a new browser window
From the browser window, click on the down arrow to download and save the form to your computer.
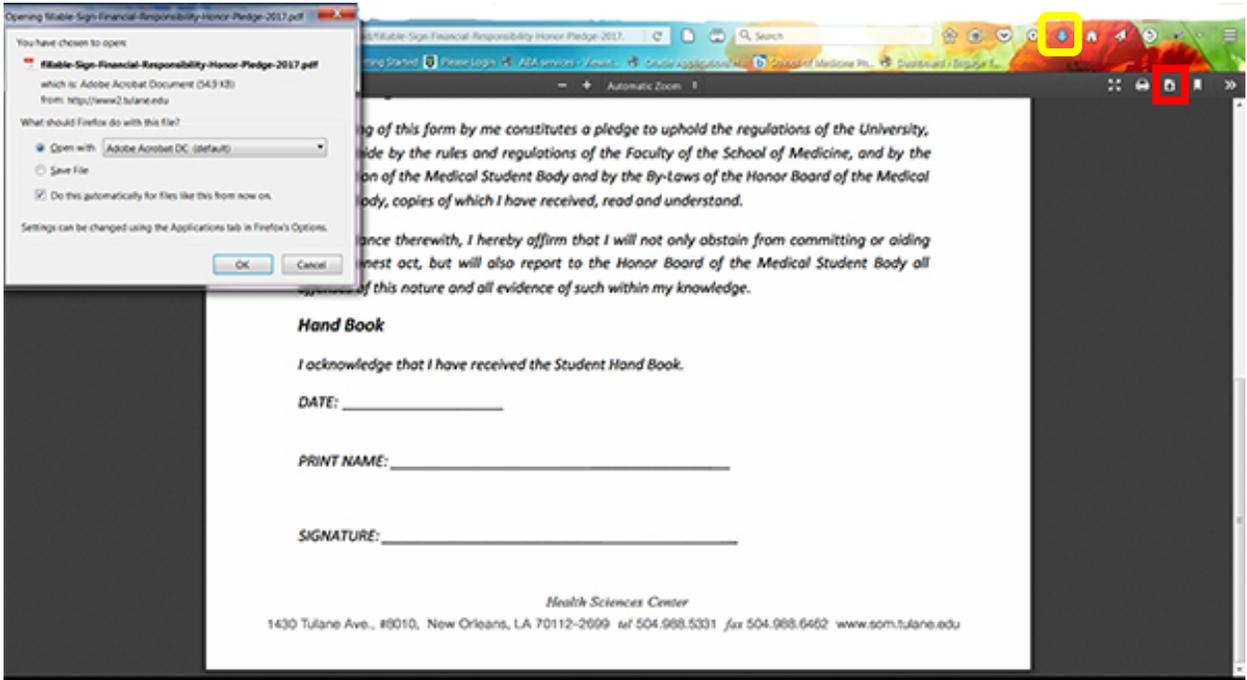Open the saved file with Adobe Acrobat Reader.

FIREFOX Browser

The PDF file will open in a new browser window
Click on the down arrow and select "Open with Adobe Acrobat Reader
Select "Do this automatically for files like this from now on"
The form will open in Adobe Acrobat Reader

If the form does not open in Adobe Acrobat, click on the arrow shown in the yellow bordered box and select the name of the file you want to open.

INTERNET EXPLORER
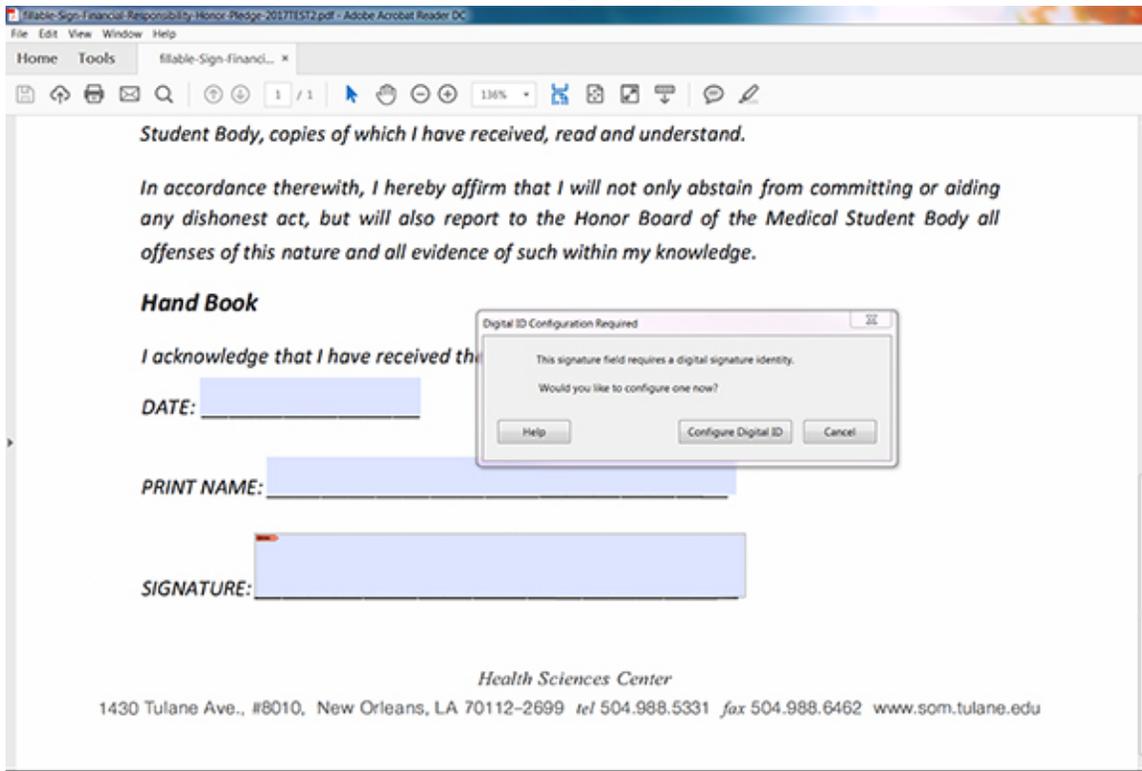Allows you to fill out the form within the browser window.

MAC OS
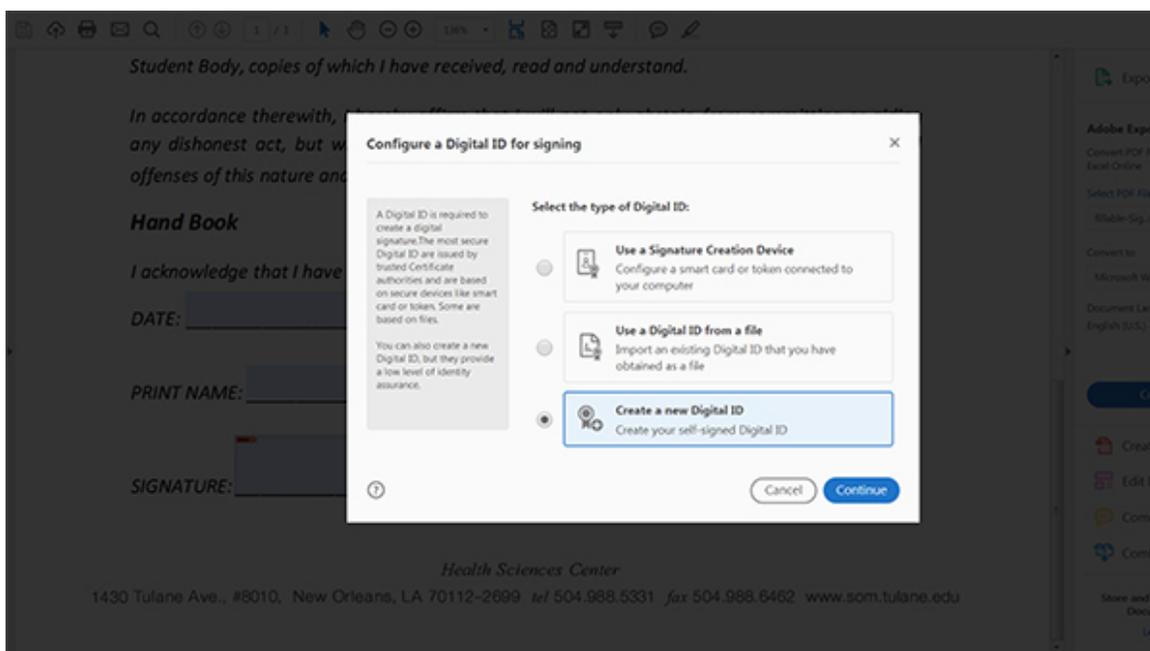Choose "Open In…Adobe Acrobat" to complete the form and sign it.

To create your first digital signature: (subsequent form submissions will not require steps 1-5)

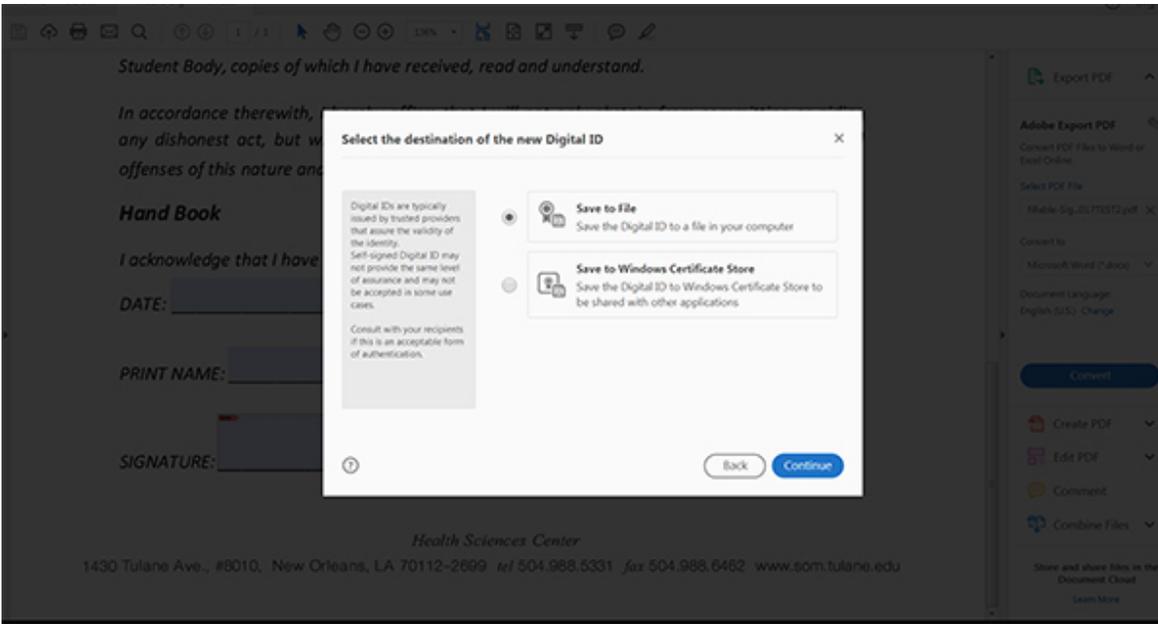Click in the signature box on the form
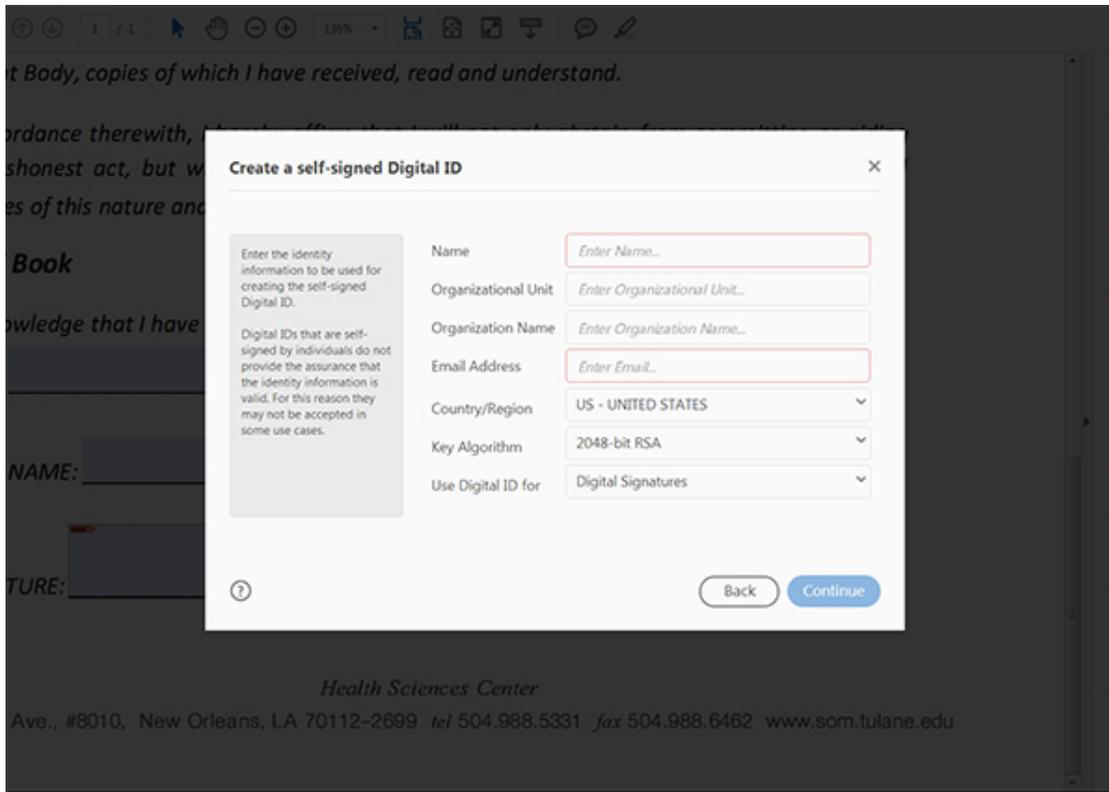
1. You will be prompted to 'Configure Digital ID'
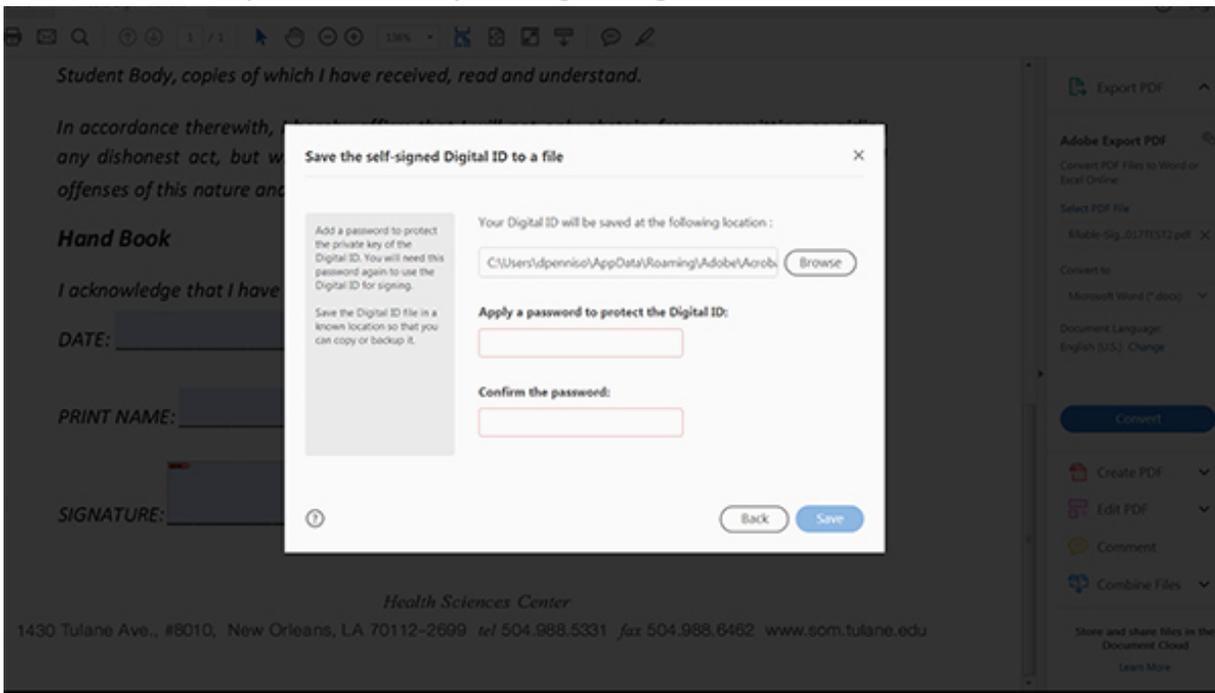

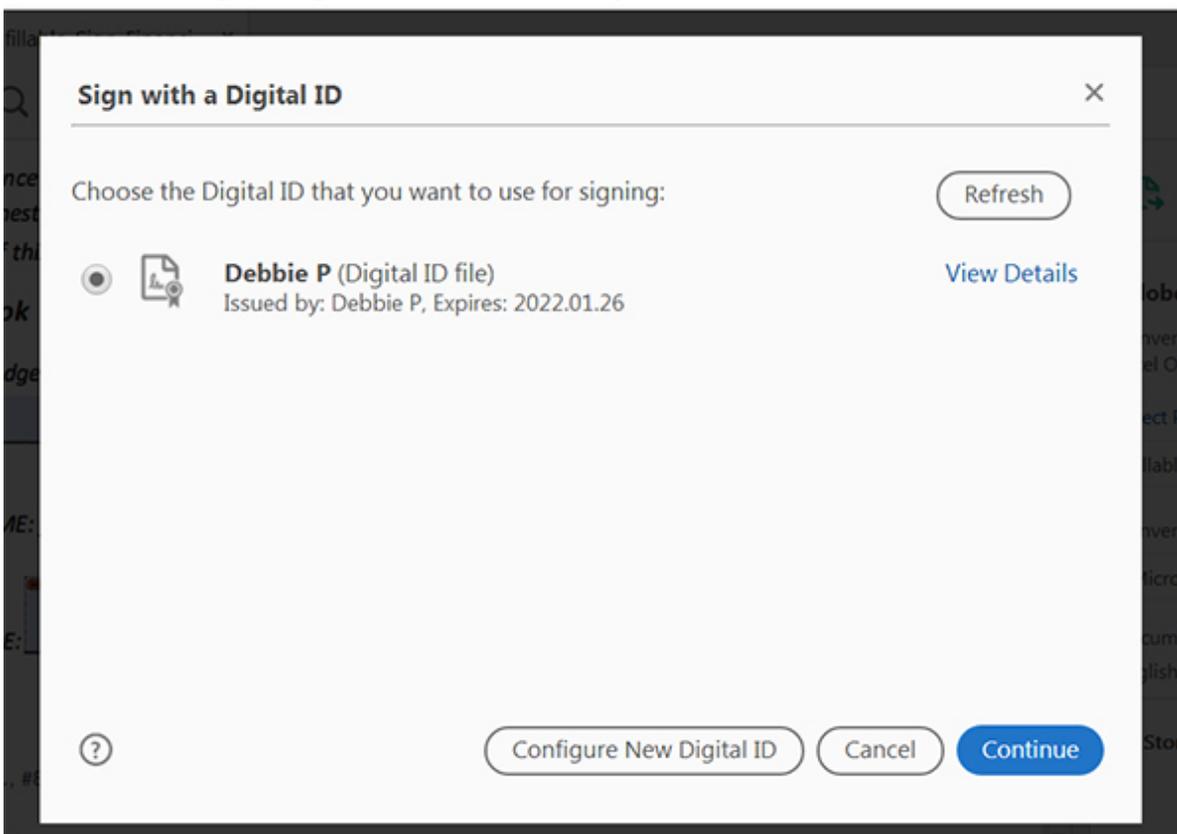2. Select "Create a new Digital ID"

3. Select "Save to File"

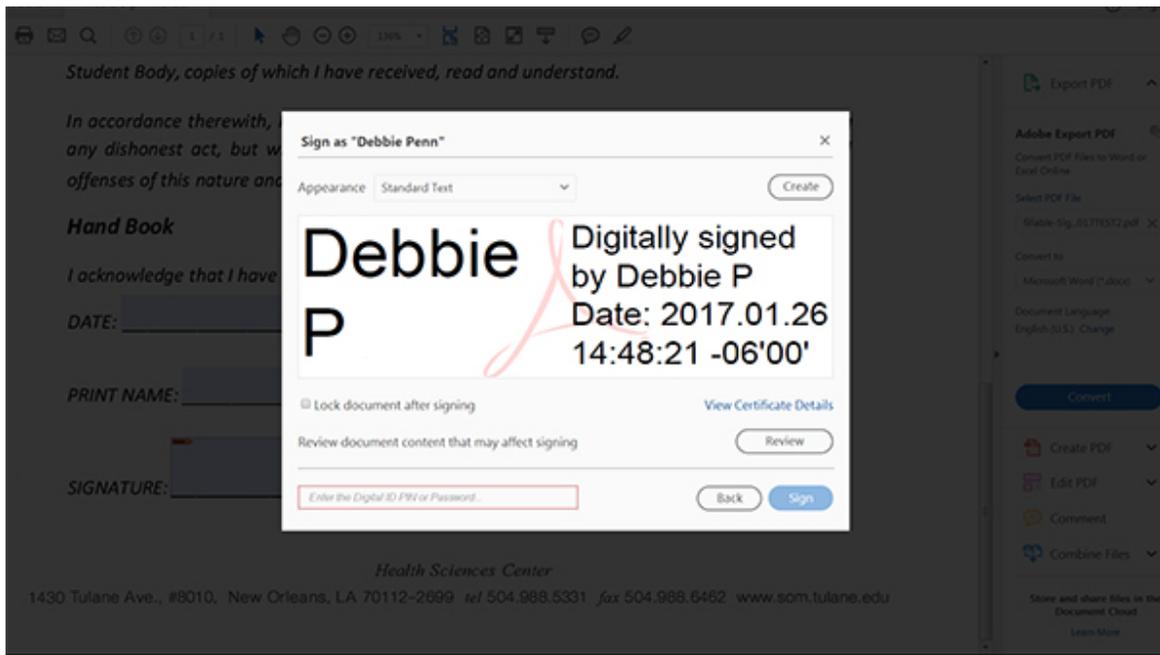4. Fill in your full name and email address

5. Choose a password for your digital signature

6. Your digital signature is now ready for use.

7. Click 'Continue'

Enter the Password in the box at the bottom
Click 'Sign'
You will be prompted to save the file to your computer.
After saving, your signature will appear on the form
Click SUBMIT.