

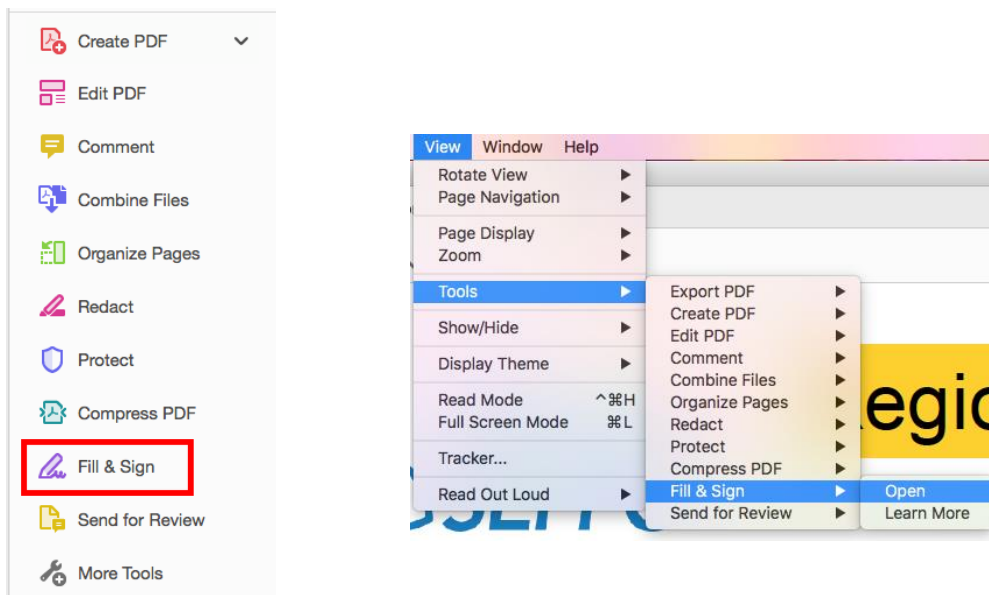
How to fill and sign an Adobe PDF using Adobe Acrobat Reader DC

Please download a free copy of Adobe Acrobat Reader DC, if you do not have a copy. You can download it here (approximately 170 MB - 210 MB, Windows/Mac):

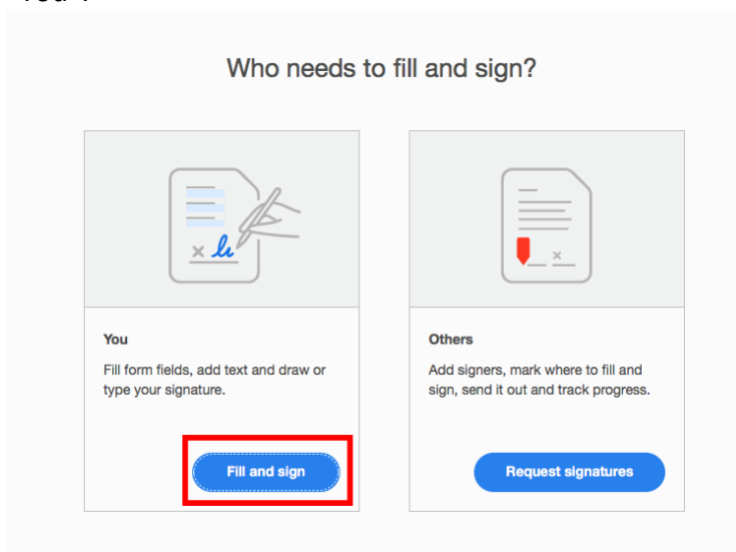
<https://get.adobe.com/reader/>

(Please note that you do not need to download the extra software (McAfee Antivirus) that is offered with the Windows version of Adobe Reader.)

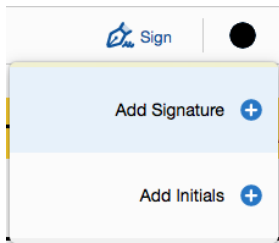
1. Open your form using Adobe Acrobat Reader DC.
2. Select “Fill & Sign” from the tools section (located on the bottom right). If you don’t see this option, you can also find it in the main menu bar (at the top) by selecting View > Tools > Fill & Sign > Open



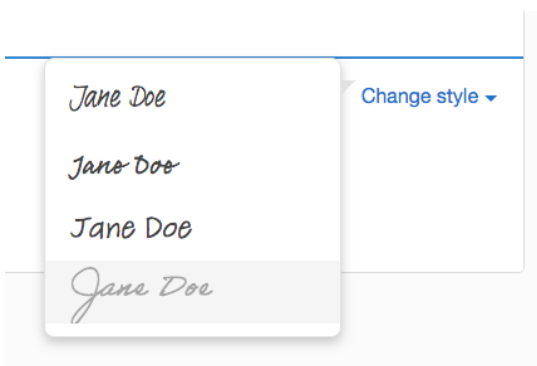
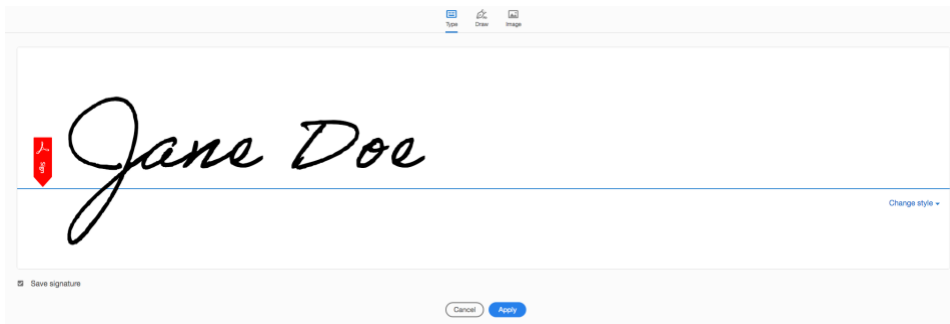
3. This will bring you to a new screen. “Who needs to fill and sign?” Please select “Fill and sign” under “You”.



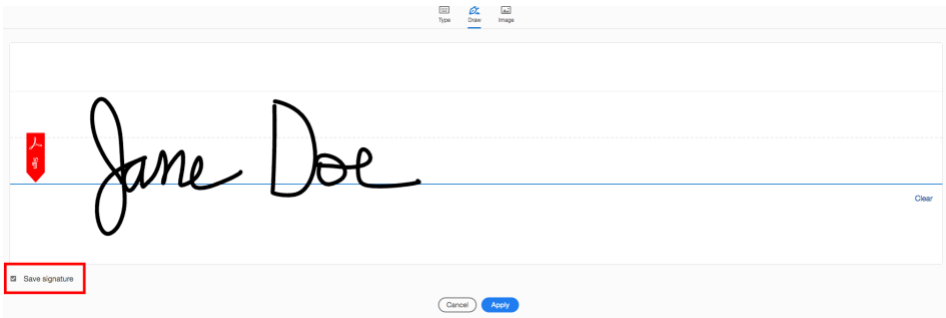
4. Please fill out all of the required fields (name, address, phone, etc.) and select any check boxes as required.
 - a. Note: It is important that your form is completely filled out prior to adding a signature. Once you add a signature, you will not be able to make changes.
 - b. You may want to save a copy of your filled-out form prior to adding a signature (as a backup copy in case you need to make changes). Make sure you label your saved copy appropriately so that you can find it, and so that you don't save over it.
5. When you are ready, select the Sign option from the top menu.
6. Select Add Signature.



7. Now, you will get to design your signature. You have three options.
 - a. Type – This option will let you type your name, and select one of 4 type styles to represent your signature. You can change the style from the options on the bottom right.



- b. Draw – This option allows you to use your mouse to draw/sign your signature. If you make a mistake, you can restart by selecting the clear option in the bottom right.



- c. Image – If you have your signature saved as an image, you can upload it using this option.
 - d. Save your signature – there is a checkbox on the bottom of the window that you are creating your signature in. Make sure that it is checked off so that you can save your signature for future use.
8. When you are ready, select apply. This will bring you back to the main form, and your signature will be in a box that you can move and place with your mouse. Place your signature over the signature field, and left-click with your mouse to place it. You can use the options to resize the signature, move it, or delete it.
 9. Add your signature anywhere else that it is needed. You can do this by selecting Add Signature > Jane Doe (Your Signature).
 10. When your form is complete, and all of your signatures have been added, save a copy of this file. (If you saved a copy prior to saving, make sure you label this file differently so that you do not accidentally save over your previous file.)