

Instructions to Use Adobe Fillable PDF Documents

1. You must have Adobe Acrobat Reader installed on your computer to use Adobe PDF fillable documents. You can install it for free.
<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
2. Download and save the PDF document you want to use to your computer.
3. Find and open the PDF document. Type into the highlighted fillable spaces. Save the PDF document again to your computer.
4. If any part of this process doesn't work or your PDF document does not look right, you do not have Adobe Acrobat Reader installed correctly on your computer.
5. To insert your signature in a signature box:
 - click on the signature box
 - a pop-up window will ask you if you want to configure a digital signature ID (unless you have already done this)
 - click on "Configure Digital ID"
 - click on "Create a New Digital ID" and click continue,
 - click on "Save to File" and click continue
 - enter your information and click continue
 - enter a password for you digital ID and click save

Then when you click on the signature box to sign the document, you will create your signature and enter your password to sign. It will have you save your signature to the document on your computer.