

## **Completing Forms and Signatures Electronically**

### **Filling Out Forms**

All forms can be filled electronically and are available as both PDFs and Word documents. To fill out a form click on the required field and begin typing. You can also mark any checkboxes by clicking them. If the PDF reader program you are using does not support electronic fields and signatures you can download Adobe PDF Reader for free at <https://get.adobe.com/reader/> Mac computers come pre-installed with Apple's Preview application, which supports fields and signatures. The fillable Word forms require Microsoft Word. Do not use Google Docs or a similar service to convert the PDF forms into Word documents. This process distorts the formatting and such documents will not be accepted. Filling out forms electronically greatly aids the review process.

### **Signatures**

All required signatures can be completed electronically. Follow the directions below to sign any form. If you prefer you may print out forms to gather signatures then scan them back into a PDF file.

#### **Signing a Form in Adobe Reader**

1. Click "Sign" in the toolbar
2. Click "Add Signature"
3. Type or Draw your signature
4. Click "Apply"
5. Select the signature you just created
6. Place it in the appropriate signature field
7. "Save" the document

#### **Signing a Form in Mac Preview**

1. Click "View" then select "Show Markup Toolbar"
2. Click the sign icon. It looks like a tiny signature.
3. Follow the directions to create your signature
4. Click on the signature you created
5. Place the signature in the appropriate signature field

## **Completing Forms and Signatures Physically**

### **Electronically Submitting a Packet from Printed Forms**

If you printed out your forms to manually fill, many apps on smart phones can use the phone's camera to take pictures of documents and convert and compile them into a PDF. Search the Apple Store or Google Play Store on your phone for "pdf scanner" to find an app. Then follow the directions in the app to scan each of your physical forms and convert them to a PDF.