

Completing Forms and Signatures Electronically

Filling Out Forms

All forms can be filled electronically. 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. 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