



Filling in a PDF form in Adobe Reader

Open the form using Adobe Reader (get the latest version at www.Adobe.com).

Click on “Highlight existing fields” found in the upper right above the document to see what fields have been included.

Type in the text fields and use the mouse to check or uncheck selection check boxes.
(Please note: where there are several choices, the form does not prevent you from checking more than one box. Just review these to make sure that your selections are marked properly.)

Save the filled-in PDF form with a name you’ll remember. The default location is probably My Documents (on a Windows computer), but you can save it in any folder you choose. Just remember where you saved it, so that you can easily attach it to an email and send it to us.

If there is a field (or fields) for your signature, you can use Adobe Reader to create a signature or use a signature file you’ve created previously. Click on “SIGN” in the upper right portion of the screen, then click “Place Signature” to create a signature or place one you’ve already created. It can be placed in an existing field on the PDF, or anywhere you would like.

Email the filled-in form using your email program and attach the PDF form you just saved to your computer.

*** Fast method for sending the form in email – Adobe Reader allows you to “Send File” from the File drop-down menu, but this doesn’t automatically save a copy on your computer. You’ll have a chance to do so when you close Adobe Reader, and it is recommended that you save a copy for future reference.