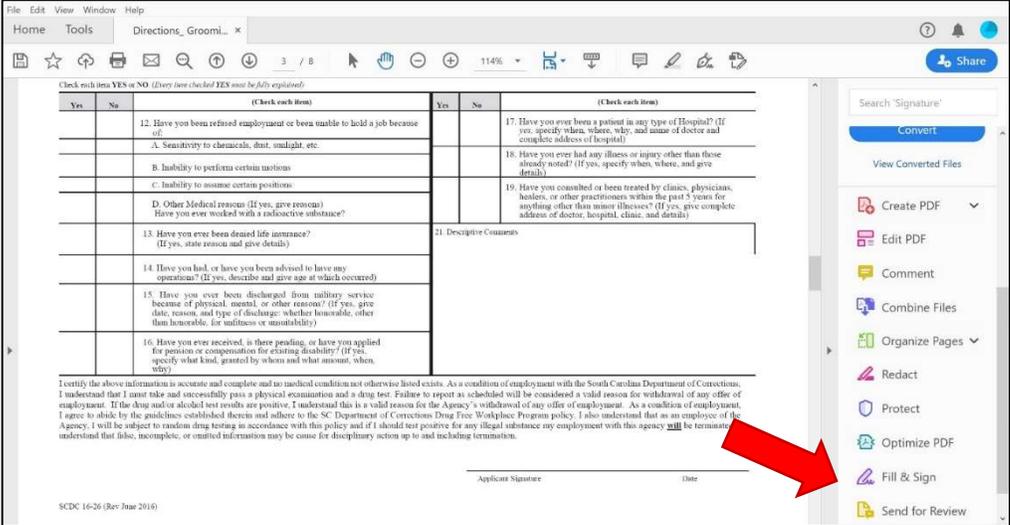


Using Fill & Sign with Adobe Acrobat on a PC

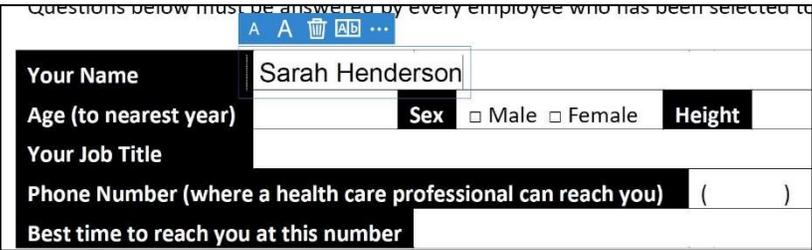
1. Open the PDF, select Fill & Sign under the options located at the right of the PDF.



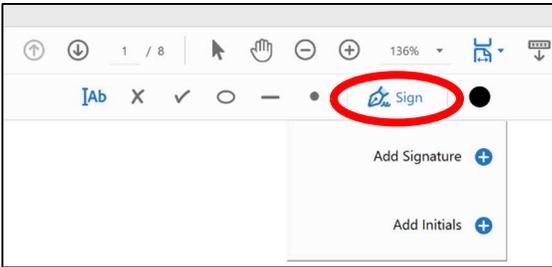
2. To fill in text, select the



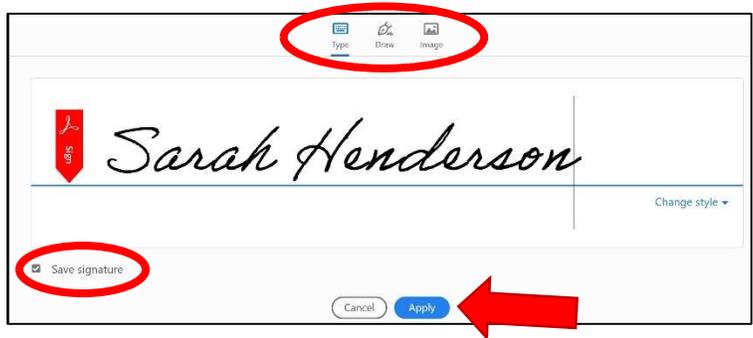
and left click inside each text box throughout the PDF to enter information.



3. When all text has been entered and a signature is required, select the Sign icon. If it's the first time using your signature or initials then, select Add Signature or Add Initials.



4. 3 signature types will appear, use the appropriate type:
 - a. **Type:** Use the keyboard to type your name and choose a cursive style
 - b. **Draw:** Use your mouse to sign your signature
 - c. **Image:** Uploading a saved image of your signature



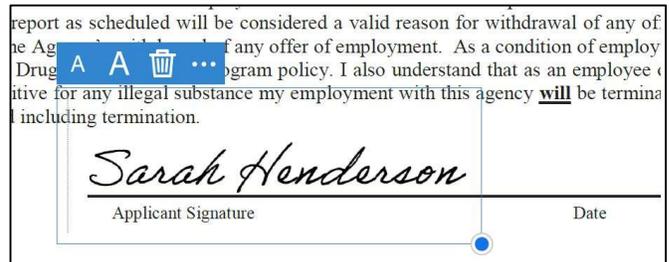
Check the box next to Save signature to have the signature saved for future uses. Select Apply.

OR

If a signature was previously saved, then select it.



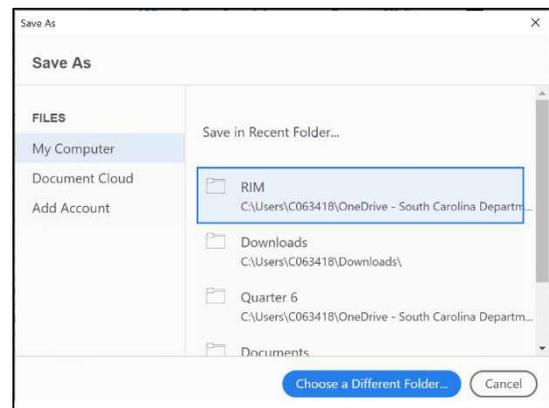
5. The signature will appear on the PDF, drag it to the proper place on the document. Use the blue circle on the corner to enlarge or shrink the signature to the necessary size.



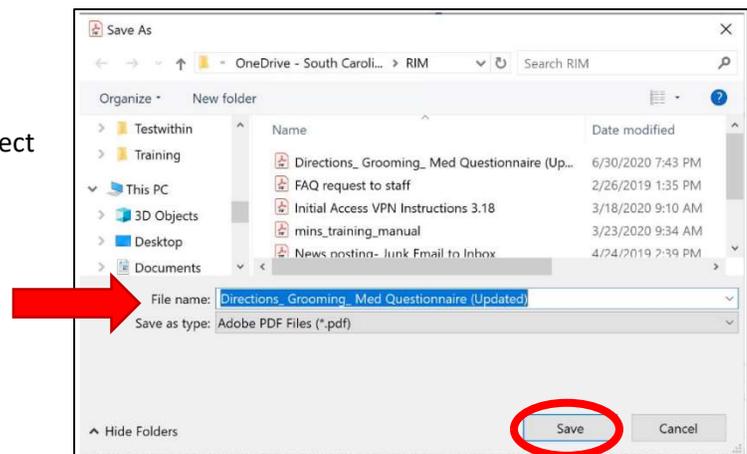
6. Select Next. You will be directed to save the document.

A screenshot of a PDF form with a navigation bar at the top. The 'Next' button is circled in red. The form contains several sections with text and input fields. The text includes questions about illness and treatment, a section for descriptive comments, and a disclaimer at the bottom. The name 'Sarah Henderson' is entered in the 'Applicant Signature' field.

7. Select the folder where the document should be saved.



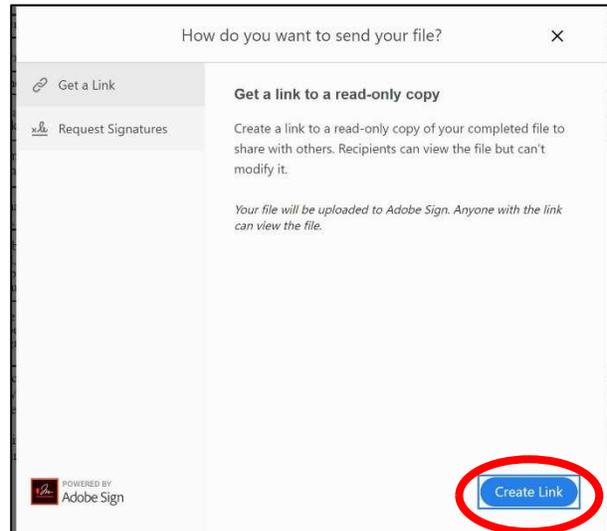
8. Enter a new file name if needed, select Save. (The PDF is now located in the selected folder and can now be attached in an e-mail)



Optional Steps

***Note: If you want to send a read only link to the file follow the instructions below. Your file will be uploaded to Adobe Sign. Anyone with the link can view the file. **Only upload documents to Adobe Sign that contain public information.**

9. After saving the PDF, there's an option to send the file as a read-only link to share with others. Select Create Link if you'd prefer to send the PDF using a link. *(If not, select X in the top right-hand corner to exit)*



10. The link will appear. Select Attach link to Email or Copy link and then paste the link in your e-mail.

