

## Fill and Sign PDF Forms Using Adobe Reader

### For Windows PC:

1. Download and install Adobe Acrobat Reader DC, which is the free version.
2. Download the PDF forms you wish to fill and sign to your computer.
3. After downloading, right click on the PDF file and click "Open with > Adobe Acrobat Reader DC".
4. On the right-hand menu click the "Fill & Sign" icon and choose the option for "You"
5. Fill out all the blue text forms with your information before signing.
6. When you click on the signature box the first time you will click "Create a new Digital ID" > "Save to File".
7. You will enter your name and email address then click Continue. It will ask you to create a password.
8. When you click a signature field it will ask for that password and save the document each time.

### For Mobile:

1. Download the free app "Adobe Fill & Sign" from the app store.
2. Go to the document you wish to fill out and open it with Adobe Fill & Sign. In the mail app you can view the attachment, tap the share button and choose to copy to Fill & Sign.
3. You can go through the document and fill out the relevant information.
4. For the signature and Initial boxes, you will click the pen icon at the bottoms and create and draw your signature. Drag the signature or initials drawn to the signature line in the document.
5. After completing and signing the form you can either save it to your phone, export it to your iCloud or Google drive or open it in the mail app to add as an attachment.