



Fillable PDF forms will become standard for many departments. Below are instructions on how to fill them out, save and submit a completed form via email.

Web Browser Instructions

From the web browser:

1. Fill in the required fields in the document on the web page that opens in the browser window.
2. The black banner (**action bar**) at the top of the web page/document will drop down as you start editing the form.
3. Choose the printer icon on the **action bar**.
4. When the printer window opens, choose the “**Save as PDF**” option in the Destination dropdown field.
5. When the **Save As** window opens, add your last name and first initial to the end of the File Name. (i.e. file-name-**smith-j**.pdf). Click the **Save** button.
6. Remember the location on your computer (the directory) where you save your document.
7. Send your document as an email attachment, using the **Attach File** option in your email program.

Downloading the PDF

How to download and save the PDF from the web browser:

1. When viewing the document in your web browser, hover your mouse near the top of the document until the dropdown menu appears.
2. Choose the download option (**arrow pointing down**)
3. Save the document and add your Last Name First Initial to the end of the file name (i.e. file-name-**smith-j**.pdf). Remember the location on your computer (the directory) where you save your document.
4. Open the saved pdf file in the appropriate application on your computer (ie. Acrobat Reader) Fill out the form fields.
5. Save the pdf file.
6. Send your document as an email attachment using the **Attach File** option in your email window

Electronic Signatures

If using Adobe Reader or Acrobat, you can sign your document by using the tool symbol below. It will add a signature or initials to the document.



If your document requires an electronic signature (a signature field with a red arrow), your document must include a **Digital ID** signature in that form field.



If it is your first time signing with a Digital ID, you must first create and save it on your computer.

1. When you click to sign you will be prompted to create a new digital ID. Choose create your own which is usually the last box
2. Choose **Save to File** on the next screen
3. Fill out your information in the appropriate fields and select continue
4. The file location field will be filled automatically, depending on where your system places this type of file. You can browse to change the location. Your Digital ID can be password protected if you choose that option.
5. You are now able to sign documents electronically when necessary.