



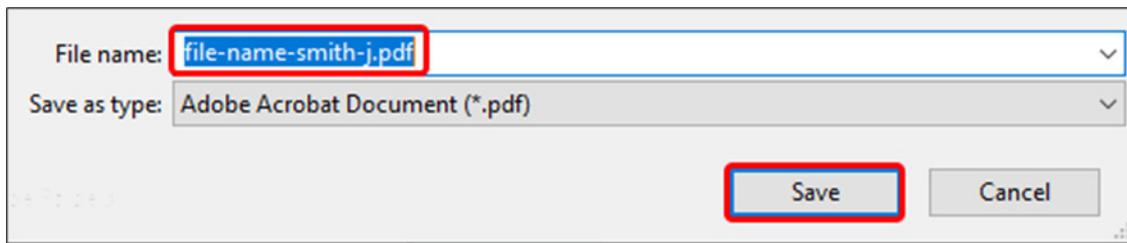
Fillable PDF forms are becoming standard for many departments. Below are instructions on how to fill them out, save and submit a completed form via email.

## 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.

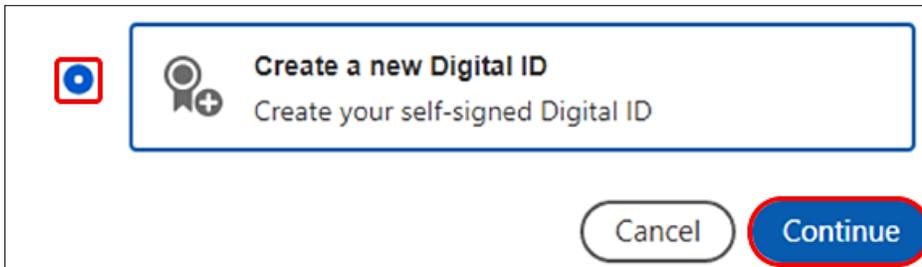


If your document requires an electronic signature (a signature field with a red arrow), your document must include a **Digital ID** signature in that form field.

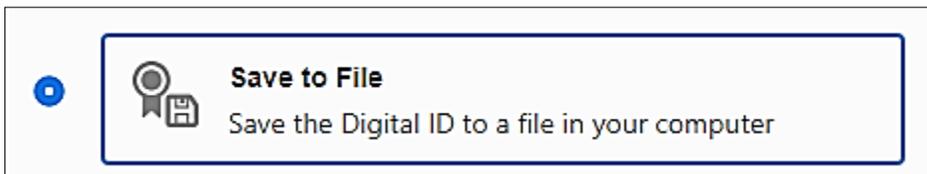


If it is your first time signing with a Digital ID, you must first create and save it on your computer.

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



Choose **Save to File** on the next screen



Fill out your information in the appropriate fields and select continue

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.

You are now able to sign documents electronically when necessary