

How to fill out, save, and send the forms

Please open the forms in Adobe READER (and not Adobe ACROBAT).

- With Adobe Reader opened, make sure the right sidebar is visible and on the form fill view. Depending on your Adobe Reader version this will be called SIGN or FILL & SIGN. If you cannot see the sidebar:

Navigate to VIEW > click on SIGN / FILL & SIGN

- Proceed to fill out the form.

THE FOLLOWING STEPS ARE HIGHLY IMPORTANT. YOUR ANSWERS MAY BE LOST IF COMPLETED INCORRECTLY.

- When you reach the *Signed* box in the form, go to the sidebar and click on PLACE INITIALS or PLACE SIGNATURE. Adobe will ask you to draw/enter this, continue with the steps and place the signature in the box.

- To save the completed form you will either (dependent on your Adobe Reader version):

From the sidebar, click on SIGNED. PROCEED TO SEND > Click on SAVE AS PDF

OR

Navigate to FILE > click on SAVE AS

When the SAVE AS dialogue box opens make sure the file name has “-signed” (without quotes) at the end. This is the first proof that you have correctly signed the document.

- Change the “-signed” portion to “-YOUR NAME” and save the document.

You should notice the colour from the highlighted boxes (where you entered text) desaturate and be left with a black and white form. This is the last proof that you have correctly saved the document.

- You can now use your email program to mail back the form.

