

To complete and sign PDFs:

1. Download and SAVE to your desktop
2. RIGHT CLICK to open and complete using the PDF reader of your choice (see below):

<b>In Foxit Reader</b>	<b>In Adobe Reader</b>
Click Typewriter on the toolbar to fill out form Click PDF Sign on the toolbar Click the green + sign on the toolbar Create signature (either TYPE or DRAW) Click "discard" under options Add your signature where indicated	Click "Fill & Sign" on the right sidebar Click and type to complete form (if needed) Select "Add Signature" (TYPE or DRAW) Leave "Save Signature" <i>unchecked</i> Add your signature where indicated

3. **SAVE the completed form**, then attach to an email to return to the sender.