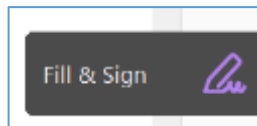


Fill a Non-fillable Form or Sign a Fillable Form using Acrobat Reader DC

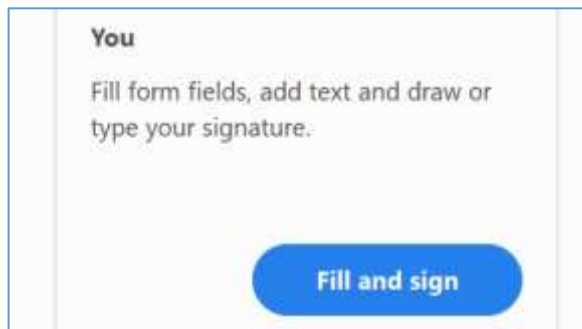
These instructions are for Adobe Acrobat Reader DC version 2020.006.20042. Older versions of Adobe Acrobat Reader may look different and may not include the same features as this version. To download a free copy of the latest Adobe Acrobat Reader DC, click here: <https://get.adobe.com/reader/>.

Complete a Non-fillable Form

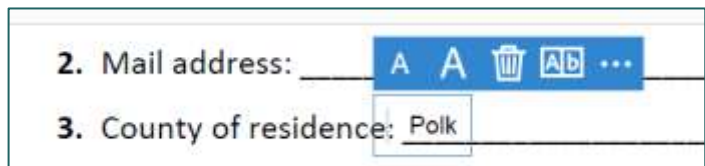
1. Open Acrobat Reader DC.
2. Open the non-fillable PDF.
3. Click **Fill & Sign**.



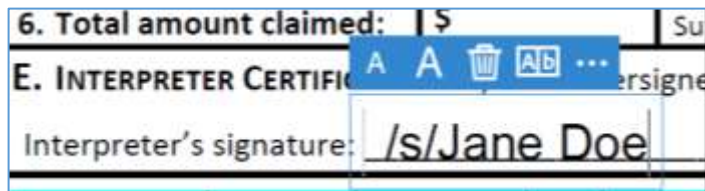
4. Click **Fill and sign** under "You."



5. Click in each blank and type your answer.



6. For a signature, type "/s/" and your name.



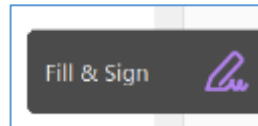
7. Click **Close**.
8. Save the document.



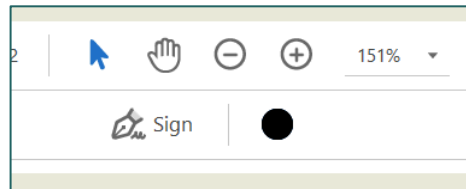
Sign a Fillable Form

Note: After you save a form with a signature or initials you will no longer be able to edit the existing form fields.

1. Open Acrobat Reader DC.
2. Open the fillable PDF form.
3. Click **Fill & Sign**.



4. Select **Sign**.



5. Click **Add Signature**.

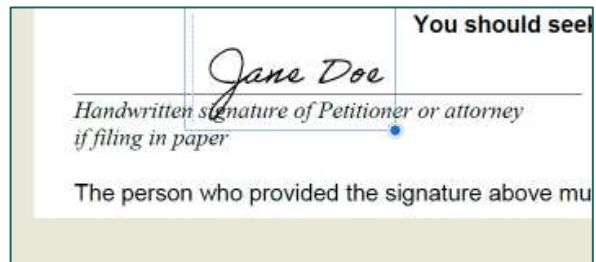


6. Type your name.

7. Click **Apply**



8. Click on the signature line to place the signature.
9. Save the document.



Revision History

Date	Owner	Reason
4/1/2020	JBIT	Created
4/1/2020		Added introductory text re: Adobe Acrobat Reader DC; Added Sign a Fillable Form section.