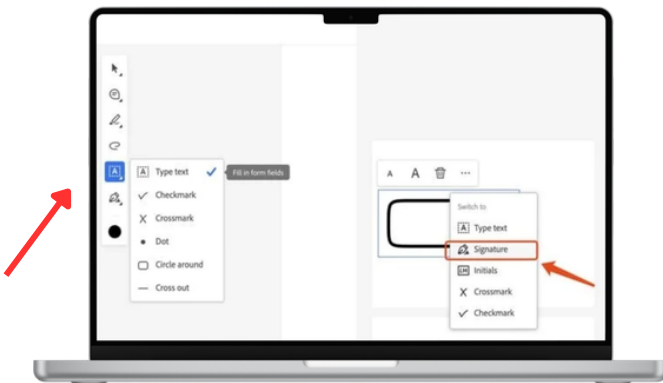


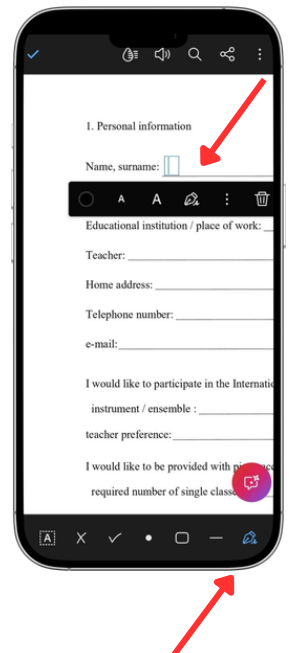
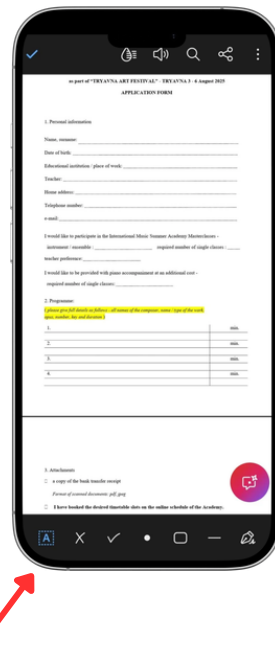
Instructions for filling out documents in Adobe Acrobat

1. Open the PDF: Launch [Adobe Acrobat Reader](#) (free version) and open the desired PDF form.

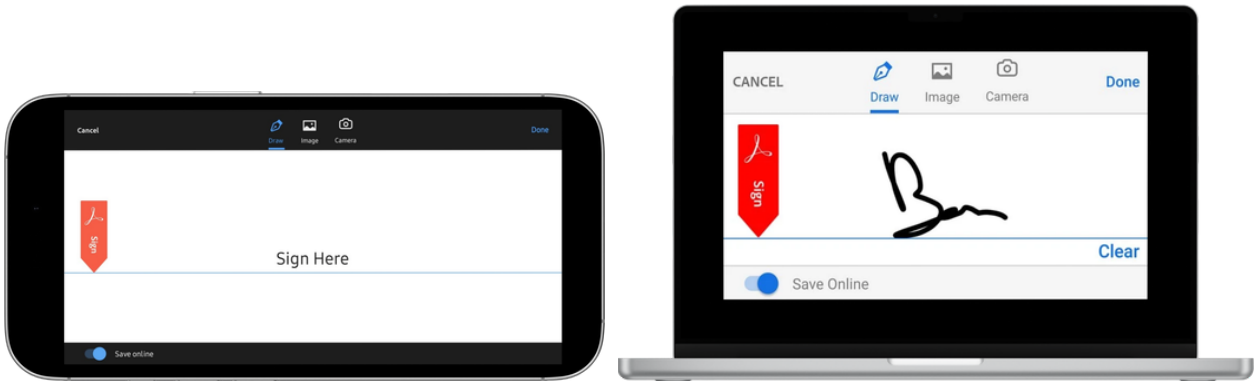
2. Select a tool: In the left-hand panel, click the "Type text" tool (a letter in a box icon). On mobile devices, this panel is located at the bottom of the screen, after you click on the "Fill & Sign" tool (pen icon).



3. Fill out the form: Click in the form fields to enter text, or use checkboxes for ticks.

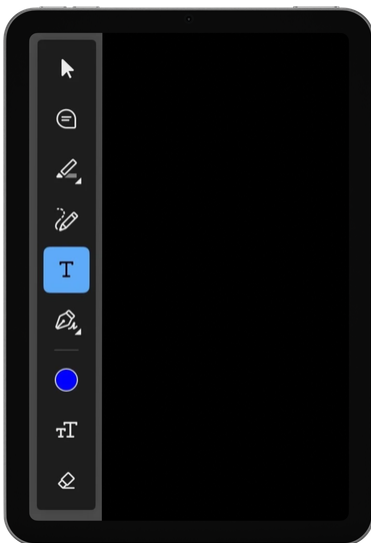


4. Sign: Click on "Signature" in the toolbar. to draw with your mouse, pen, or finger, or upload your signature as an image.



5. Save: Save the completed form via "File" > "Save As" to save the data.

When filling out the form on an iPad, the icons look like this:



If you have difficulty filling out the forms as described above, you can print them, fill them out by hand and scan them, or send them as photos.