



## How to fill out & sign your PDF forms

Listed below are instructions on how to fill out PDF forms on a smartphone and computer. Depending on different email applications that you use on your phone, the steps in the instructions may vary.

The smartphone instructions are based on an iPhone. Android phones should have similar steps.

### **Instructions for Computer:**

If you are using a computer and do not have an application where you can fill out the PDF forms and electronically sign it, please click on the following link and follow the instructions. You will need to download the form first before you can fill it out. After you finish signing your form, save it and upload it to our COP Dropbox. Directions on how to upload your documents to our COP Dropbox can also be found on our website.

<https://www.sejda.com/sign-pdf>

### **Instructions for Smartphone:**

1. Download the Adobe Fill & Sign app.
2. Open the PDF in your email app, then open it again in the Adobe Fill & Sign app by clicking on the upload icon.
3. Tap the top empty blocks on the document to begin filling out your form.
4. To place your signature on the forms, select the pen icon at the bottom of the app, select "create signature" & sign.
5. After you create your signature, tap the appropriate area to place your signature.
6. Tap the pen icon again, delete the previous signature that shows up, create a new one if needed.
7. After finishing up your electronic signatures, select the last icon on the bottom of the screen to save it to your files on your phone.
8. Upload your signed PDF forms to our COP Dropbox. Directions on how to upload your documents can also be found on our website.