

Instructions on How to Electronically Write and Sign on Required Documents

To write on document:

1. Convert the document to a PDF
2. Click on "Tools" in upper left side of the screen
3. Click "Open Fill and Sign" feature
4. Click "Fill and Sign" again
5. Mouse should have "AB" floating next to it
6. Click on document to type
7. Box should appear to begin typing as needed

To add your initials:

1. Convert the document to a PDF
2. Click on "Tools" in upper left side of the screen
3. Click "Open Fill and Sign" feature
4. Click "Fill and Sign" again
5. Click "Sign" option at the top center of tool bar
6. Click "Add Initials"
7. Click middle option to "Draw" initials or click "Image" to upload image of initials
8. Scroll to where initials are requested
9. Click page to place drawn initials or image of initials

To e-sign you will need to do the following:

1. Convert the document to a PDF
2. Click on "Tools" in upper left side of the screen
3. Click "Open Fill and Sign" feature
4. Click "Fill and Sign" again
5. Click "Sign" option at the top center of tool bar
6. Click "Add Signature"
7. Click middle option to "Draw" signature or click "Image" to upload image of signature
8. Scroll to where signature is requested
9. Click page to place drawn signature or image of signature