

Instructions for Completing Digital Forms

Before you can complete the digital forms, you will need to make sure that you have a recent version of Adobe Reader. We recommend that you download and install the latest version. You will also need to create a digital signature so that you can sign each of the forms. A link to download the latest version of Acrobat Reader and to detailed instructions, are on the same page where you launched these instructions. You will need to accept the license agreement the first time that you launch Adobe Reader. You may also be prompted to update to the latest version of Adobe Flashplayer.

You will need to create a digital signature in order to sign each of the forms prior to submission. If you have not already created your digital signature, you will be prompted to do so the first time that you click on a digital signature field. A link to detailed instructions for creating your own digital signature is contained on the page where you launched these instructions. It will take just a few minutes to create your personal, secure, encrypted digital signature. Once you have created your signature, you will be able to use it to sign all of your forms.

When you click on the form you wish to complete, you will be redirected to ACROBAT.COM, a secure server. You will be prompted to download the form, which will open in Adobe Reader. Fill in all of the information that is requested, BEFORE you apply the digital signature. Once you have signed the form, all of the fields will be locked, so be certain that you double-check everything BEFORE you sign the form. Once the form has been signed, be sure to print a copy for your records, and then click submit. The last step is to enter your email address and full name in the Send Form dialog, and click "Send." The form will be encrypted and sent on its way. You will first see a message that your form was queued, and then that it was successfully sent.