

# Signing a Form Electronically

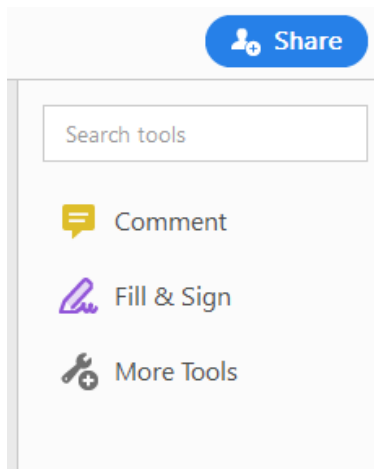
You do not need a printer to fill out *certain* applications or forms. Follow the instructions below to learn how to sign a form on your computer.

**Note:** *Some applications must be physically mailed in or faxed. Please read the application instructions to determine if you can email your form.*

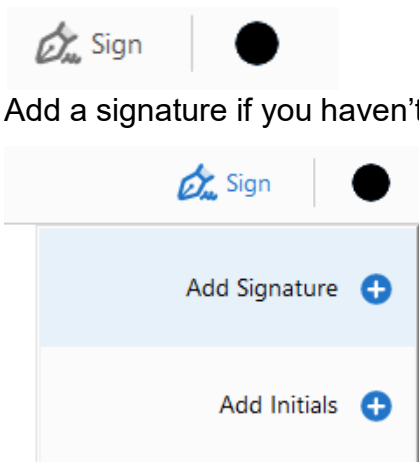
## Sign the Form – Computer

**To do this, you will need to use Adobe Acrobat Reader.** If you do not have this installed on your computer, you can download it at this link for free: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>. Follow the instructions to install.

1. Download the form and open it in Adobe Acrobat Reader.
2. Click the “Fill & Sign” tool option on the right hand side of the application.



3. Fill out the form with your information.
4. To sign, click the “Sign” button at the top of the document.



5. Add a signature if you haven't already or choose an existing one.

6. Choose to either type, draw, or upload an image of your signature then hit apply.



7. Move the signature to the appropriate area then save your form.

By signing below, I certify the above information is correct a

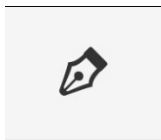
**X** Jane Doe  
Signature of Tribal Member/Parent/Guardian\*

8. Email the filled out PDF to the appropriate email.

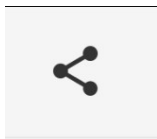
## Sign the Form - Phone

Alternatively, you can also download the "Adobe Fill & Sign" app and fill out a form on your smartphone.

1. Download the application you want to fill out to your mobile device.
2. Open the "Adobe Fill & Sign" app and select the form to fill out.
3. Fill out your application and sign the form by selecting the signature icon on the top of the screen. Place the signature in the designated area.



4. Filled out applications can be emailed from the app. Tap the Share icon on the top of the screen to send the application via your preferred email app.



## Sign the Form – Online

You can also visit <https://www.adobe.com/acrobat/online/sign-pdf.html> to fill out the form. Download the PDF then upload it to this site. You will be prompted to make an account to complete and download the form.