

HEAD START/EARLY INTERVENTION

## Adobe Fill & Sign User Guide

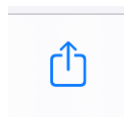
### Smart Phone App Instructions

**Step 1.** Download the Adobe Fill & Sign application to your Smart Phone.

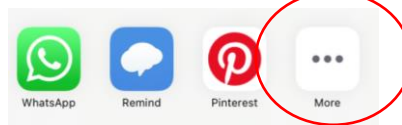


**Step 2.** Open the Adobe file you wish to sign and fill out all form fields as required.

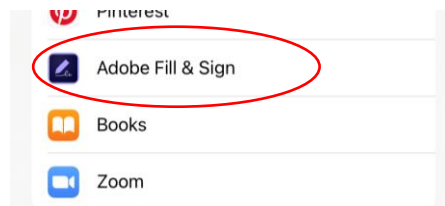
**Step 3.** With your document open, click on the [Share](#) icon and scroll sideways to find the Adobe Fill & Sign app. You may need to click "...More" to find the app.  
(Share icon)



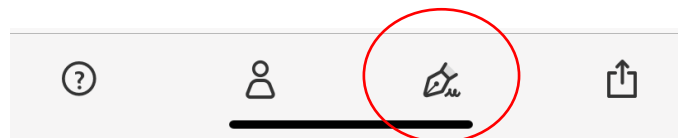
(Click "...More")



(Choose Adobe Fill & Sign)

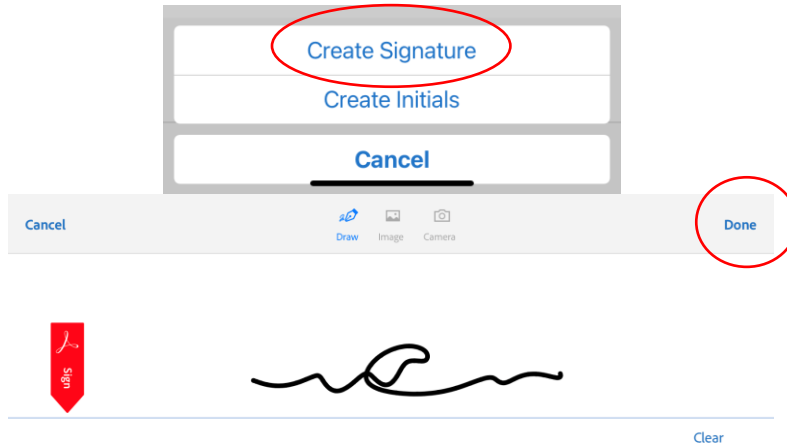


**Step 4.** When your document opens in Adobe Fill & Sign, click on the [small pen icon](#) at the bottom of the screen.

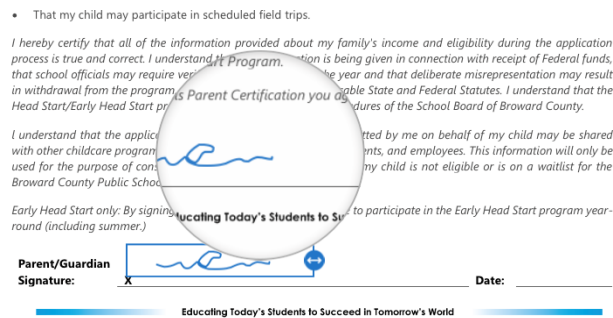


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**Step 5.** Click **Create Signature** and sign on the line provided using your finger. Click **Done**.



**Step 6.** Click and drag the signature to the signature line provided on the document. Then click **Done**.



**Step 7.** Click the **Mail** icon and email the document to yourself to retain a copy.

