

Early Childhood Education

Adobe Fill & Sign User Guide

Smart Phone App Instructions

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

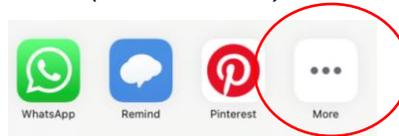


Step 2. Open the Adobe file you wish to sign and fill out all form fields as required.

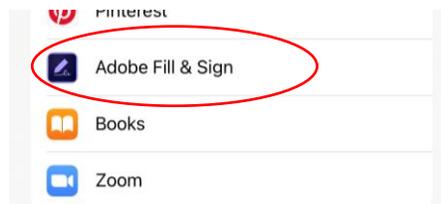
Step 3. With your document open, click on the [Share](#) icon and scroll sideways to find the Adobe Fill & Sign app. You may need to click *"...More"* to find the app.
(Share icon)



(Click *"...More"*)



(Choose Adobe Fill & Sign)

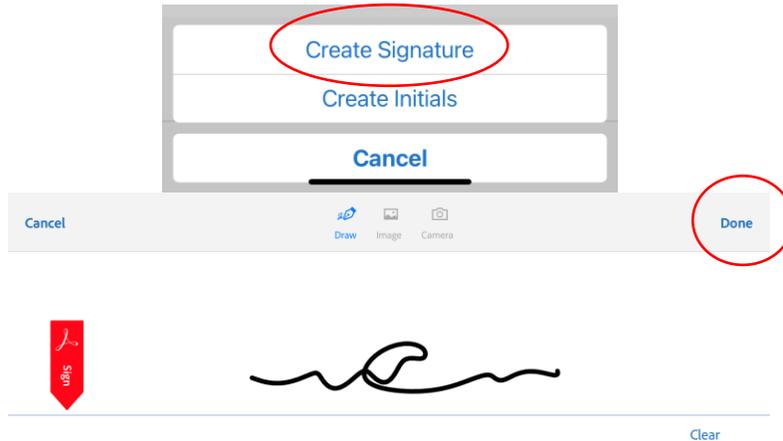


Step 4. When your document opens in Adobe Fill & Sign, click on the [small pen icon](#) at the bottom of the screen.

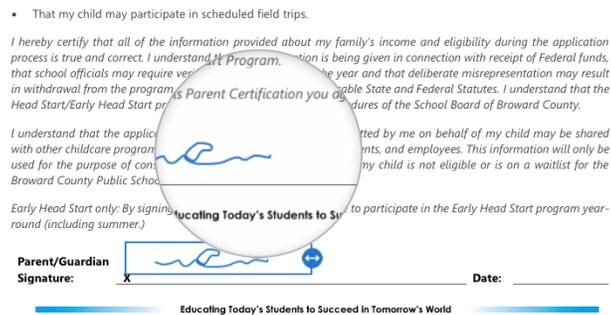


HEAD START/EARLY INTERVENTION

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.

