**Signing an enterable PDF (Adobe Acrobat and Reader Instructions)**

1. Open the attached document. Complete and save as a Word document.
2. Go to File tab and “Save as Adobe PDF.” Save the PDF to an appropriate location on your computer. Close the Word document and open the corresponding PDF.
3. Click “Tools” in the upper left-hand corner of the page.
4. Click the “Sign & Certify” drop-down menu.
5. Click “Place Signature” and click and drag over appropriate signature area.
6. Click “sign” when prompted in the pop-up dialog box.
7. Follow prompts from Adobe to create a signature or enter your password to insert an already-created signature
8. Follow the prompt to save the form. Once the form is saved, your signature will appear on the document.
9. To distribute the form to another person for signature, you can either email that person with these instructions, or use the Distribute function in Adobe if you know how to do so.
10. Once the cover page is complete save the new PDF and add it to your application for submission.