DIRECTIONS FOR FILLING OUT DIGITAL PAPERWORK:

- 1. DOWNLOAD PDF FROM YOUR EMAIL
- 2. OPEN THE PDF IN YOUR DOWNLOAD FOLDER WITH ADOBE PDF READER
- 3. FILL OUT EACH DOCUMENT
- 4. GO TO FILE > SAVE PORTFOLIO > SAVE WITH YOUR NAME
- 5. REPLY TO ORIGINAL EMAIL WITH THE FILE SAVED UNDER YOUR NAME.

DIRECTIONS FOR DIGITAL SIGNATURES:

- 1. YOU WILL BE ASKED TO CREATE A DIGITAL ID TO SIGN THESE DOCUMENTS
- 2. A PROMPT WILL COME UP PLEASE SELECT *A NEW DIGITAL ID I WANT TO CREATE NOW*
- 3. CHOOSE NEW PKCS#12 DIGITAL FILE
- 4. ENTER YOUR NAME AND EMAIL IN THE FIELDS LISTED; IT WILL ALSO ASK YOU TO CREATE A PASSWORD.
- 5. NOW YOU ARE ABLE TO SIGN ALL DOCUMENTS WITH YOUR SAVED ID AND PASSWORD INFORMATION