QUICKSTART GUIDE FOR FILLING OUT PDFS

The following hyperlink has an in-depth how-to-guide on how to digitally sign a PDF document.

https://helpx.adobe.com/acrobat/using/fill-and-sign.html

The abridged version is as follow:

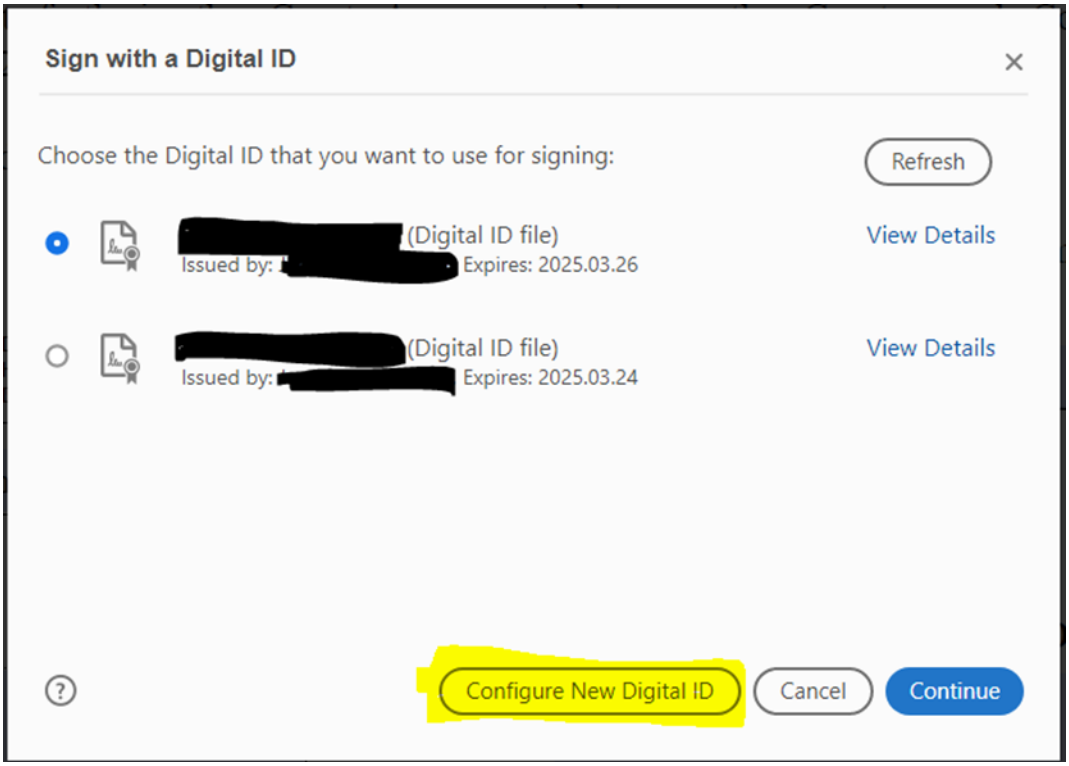
1. Download the Adobe PDFs Parent Permission form on our website.

2. Open the PDF Parent Permission form in Adobe Acrobat or Adobe Reader (you can download it for free here https://getadobe.com/reader/ and remember to unselect the option offers for McAfee if you do not want them) You must open the document in Adobe Acrobat or Adobe Reader.

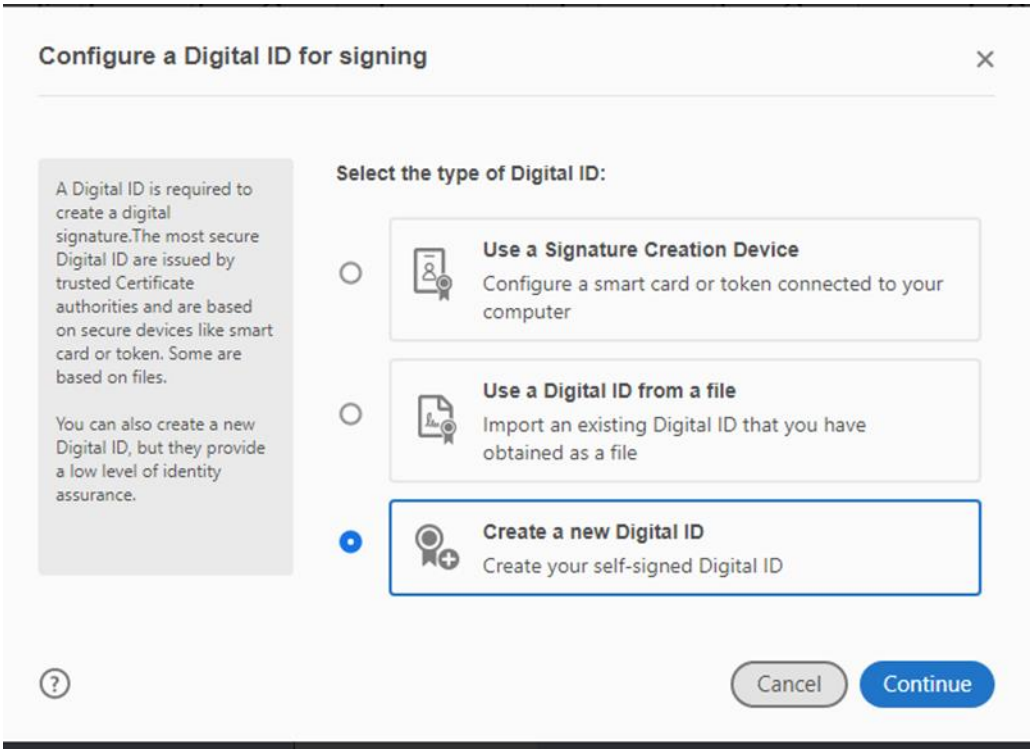
3. You will click on the blue highlighted signature field at the bottom of the document and either:

a. Insert your digital signature

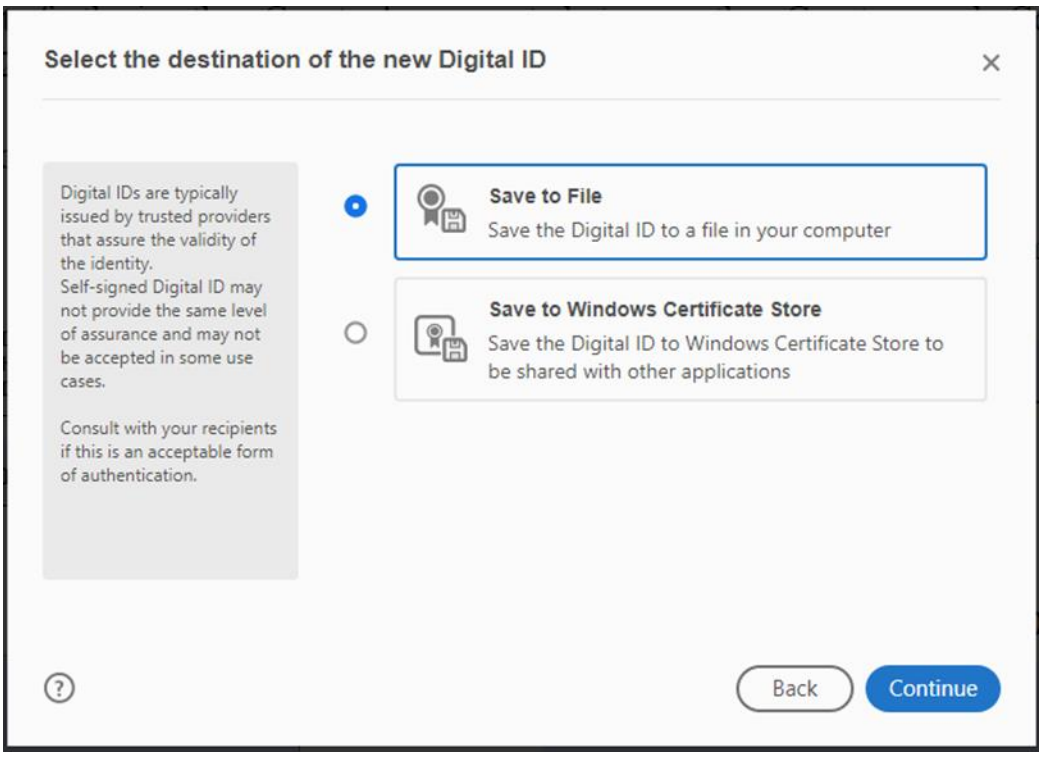
b. Create a digital signature (see below)



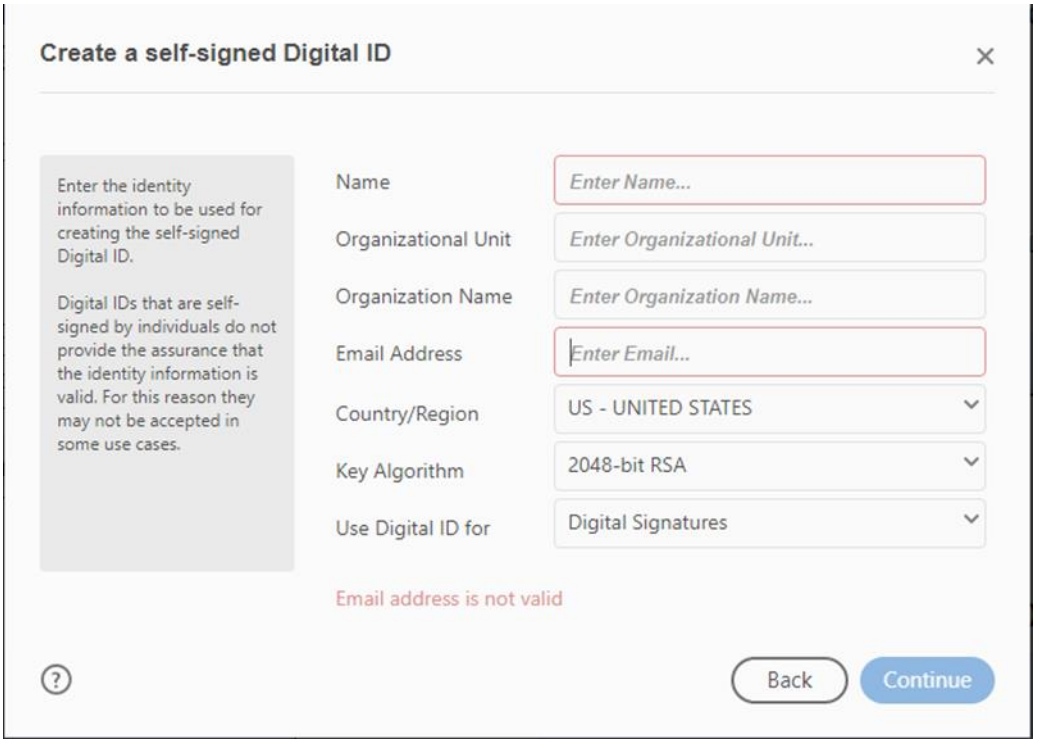
1. Select (Configure New Digital ID)



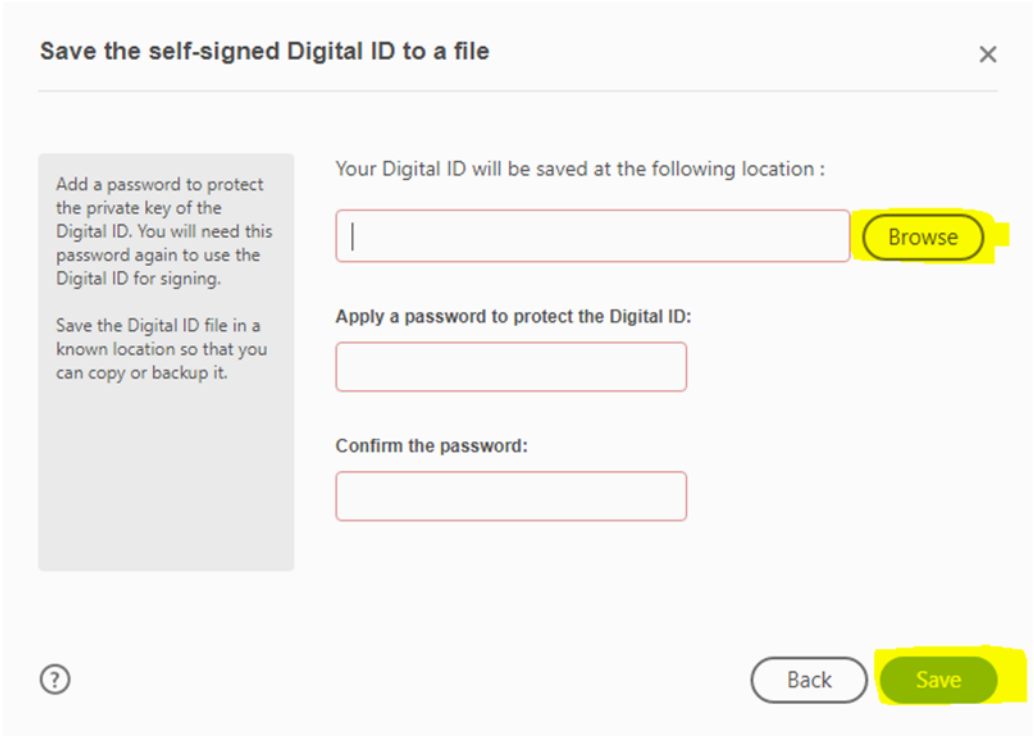
2. Select (Create a New Digital ID) and then select (Continue).



3. Select (Save to File).



4. Enter the appropriate data for each section and select (Continue).



5. Your computer will probably auto-fill the “Save Location” for your Digital Signature. If you want to save it in a different location, select (Browse). Enter in a password for your signature. Confirm the password. Select (Save). You now have a Digital Signature.