

**Follow the instructions below when using Fillable Forms on this site.**

**Creating your digital signature:**

1. If you don't already have a digital signature, you will have to create one in Adobe. You can watch a video on YouTube, like this one, <https://www.youtube.com/watch?v=v9fAlMeQ2sM> for step by step instructions.
2. Alternatively, you can still fill out the form on your computer, but instead of digitally signing it, you need to print the form, sign it, and then scan it back to your computer to email it.
3. If you don't want to do this, print and complete the printable form that is provided on the website.

**Ready to get started?**

1. Open the application form. If there is no fillable field for the signature, this means that your computer likely opened the document in your web browser instead of the Adobe program. If this is the case, you can still fill out the form, but you will have to print and manually sign the form as described in point 2 above. **Or**, you can change your web browser settings to open PDF documents in Adobe. (See instructions below).
2. If your form opens in Adobe, you should be able to simply fill out the form with no other steps required.
3. If your form opens in Adobe, and there is no signature field, you can still digitally sign following these steps:
  - a. Complete the form
  - b. Navigate to Tools > Certificates
  - c. Select 'digitally sign'
  - d. Drag a box in the space provided for the signature
  - e. Select your signature
  - f. Enter the password for your digital signature. Your signature will appear.
4. Save the document to your computer
5. Email your completed form and all supporting documents.

**Open PDF documents in Adobe and not in the web browser.**

(These instructions are for Google Chrome. If you have a different browser, the process may be different)

1. Go to Settings (usually in the three vertical dots in the top right corner)
2. Select "Privacy and Security"
3. Select "Site Settings"
4. Scroll down and select "PDF documents" (you may have to select additional content settings)
5. Select "Download PDFs" under default behavior