

How to fill out the form electronically

For the computer

1. Save the attached PDF(s) file to a folder on your computer. (example: My Documents etc.)
2. Double click to open the saved PDF with Adobe Acrobat Reader.¹
3. The right blue box is the fill in section, click on the box and fill out the necessary information.
- 4.1 Click **Submit** and send the file by email. When the "Send email" field pops up, add your email information to send the file automatically to Growing Smiles of Northern Virginia. If you have trouble sending an email, save this file on to your computer and send it manually via email attachment to info@growingsmilesfnova.com.
- 4.2 If the form requires a digital signature:
 - a) Click **sign** icon on the toolbar.

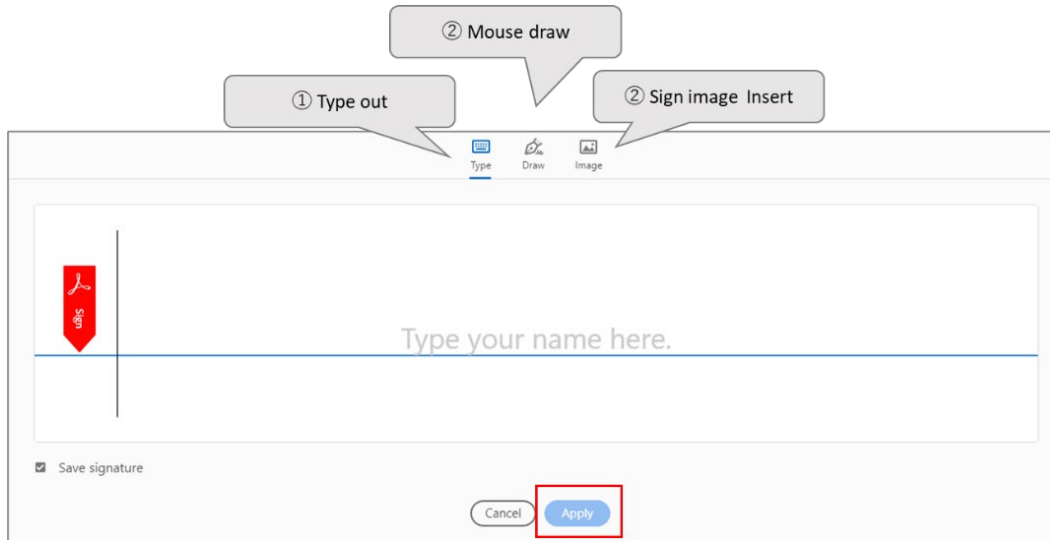


- b) Click "Fill & Sign" toolbar of sign icon and click "Add signature."



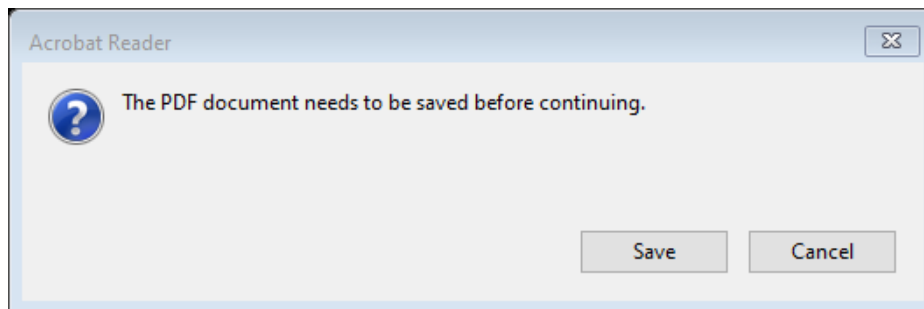
- c) When the signature field pops up, there are three options to add a signature. Choose the method of your preference and click "Apply."
 - ① Type out your name
 - ② Draw your signature using the mouse
 - ③ Insert an image of your signature

¹ PDF from requiring Adobe Reader XI then higher version. If your Adobe Acrobat Reader is lower, it may not operate well. Please update to the latest free version at <https://get.adobe.com/reader/otherversions/>



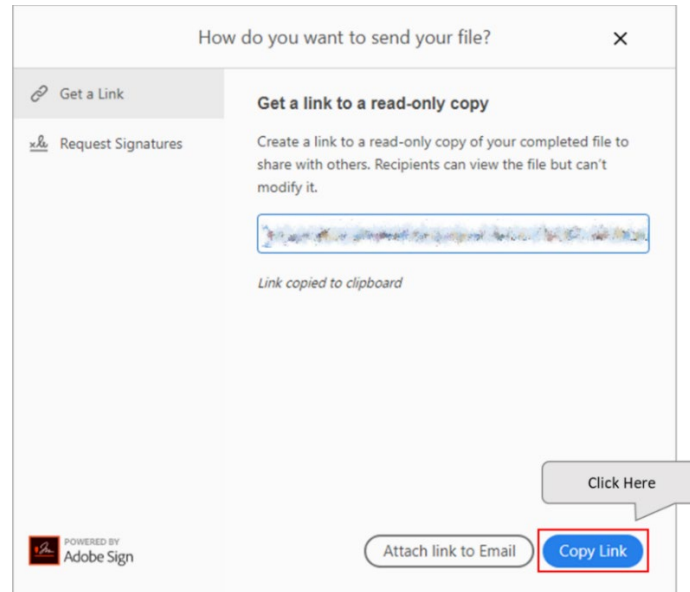
d) Drag, resize, and position the signature inside your PDF.

5. **IMPORTANT:** Look through your PDF and make sure all fill out information is correct and check all questions you answered. Because after the next step, the PDF will lock your information, and the file will convert to a non-fillable format.
6. Click **Next** button on the right top corner.
7. Click "Save" when an alert box pops up to ask you "The PDF document needs to be saved before continuing"



8. Save the file on your computer.
9. Adobe Sign² pops up, click **Create Link** button.
10. Click "Copy Link" button you created on Adobe Sign.

² Adobe Sign is a cloud-based e-signature service that allows the user to send, sign, track, and manage a signature safe and secure way to processes using a browser or mobile device. <https://helpx.adobe.com/sign/faq.html>



11. Open your email compose window, and paste the link you created and send it via email to info@growingsmilesofnova.com.
12. Repeat the same process to fill out all the forms you received.

For Cellphone or Tablet

1. If your device does not have Adobe Acrobat Reader mobile app, install the app.
 - iPhone and iPad: <https://get.adobe.com/reader/otherversions/>
 - Android:
https://play.google.com/store/apps/details?id=com.adobe.reader&referrer=utm_source%3DAdobe.com%2520DC%26utm_medium%3DWeb%26utm_term%3DAcrobatReader%26utm_content%3DGet%2520App%26utm_campaign%3DFY18
2. The rest of the process is the same as the computer process explained above.

Below, we are attaching some sites that show how to fill out the forms:

Acrobat Reader mobile app FAQ: <https://helpx.adobe.com/acrobat/mobile-app-faq.html>

iPhone and iPad

- <https://www.youtube.com/watch?v=C-aby1o9wvE>
- <https://www.youtube.com/watch?v=SnfgEvSBemI>

Android

- https://www.youtube.com/watch?v=MHFZInJ_uUU&t=41s
- <https://www.youtube.com/watch?v=E7g7Kz3Ebb4&t=32s>

We hope this helps, please do not hesitate to call us at 703-241-5437 if you have any questions or need help filling out the forms.