

For this process, you'll need to add the Adobe Reader extension to your web browser. This can be done using Google Chrome or Microsoft Edge. **NOTE: There currently is no support for doing this in Mozilla Firefox. Please use Chrome or Edge to complete this task when needed.**

To know which browser you are using, look at the toolbar on the bottom of your screen to see what browser is open and see the image below.



For Google Chrome, right click and copy the following link then paste it into the address bar in Google Chrome to go to the web store to install the extension: [Adobe Extension for Google Chrome](#)

Click "Add to Chrome" as pictured below.

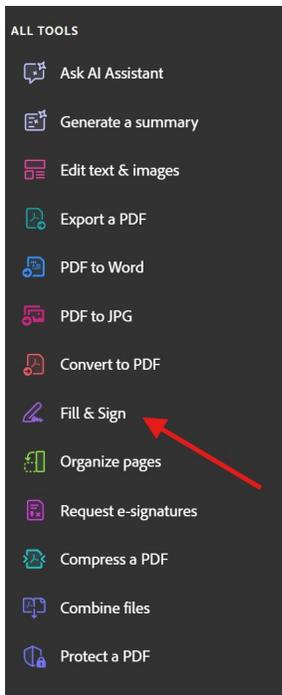


For Microsoft Edge, right click and copy the following link then paste it into the address bar in Microsoft Edge to go to the web store to install the extension: [Adobe Extension for Microsoft Edge](#)

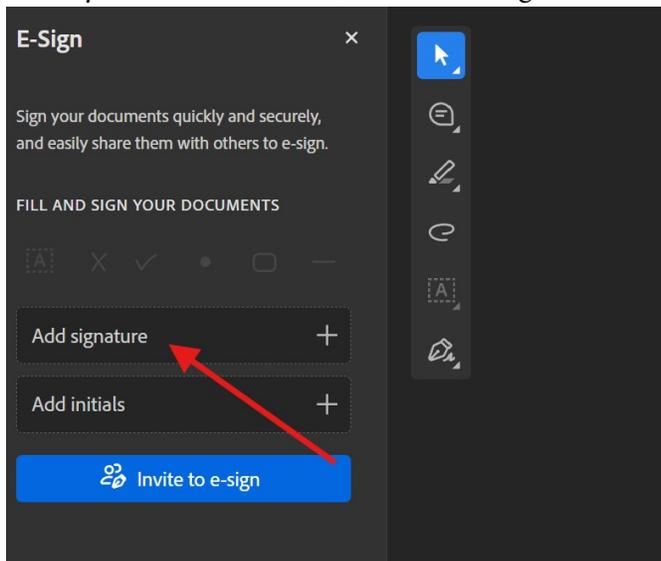
Click "Get" as pictured below.



Once the extension is added, you can "Fill & Sign" PDFs in the browser and download them. To do this, open a fillable PDF. On the left hand side of the window, you should see "Fill & Sign" as pictured below.

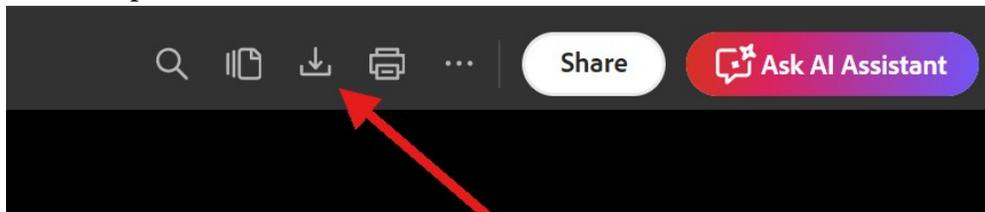


Once you fill out the form, click "Add Signature" on the left side as pictured below.



You can simply type your name into the box to create a signature or draw a signature with the mouse. Click "Apply" when done. Once you do this, your signature will appear beside your cursor and moves with the mouse. Find the area where you want to insert your signature and left click once. This adds the signature.

Once you are done with the form and have signed it, you can click the download button at the top of the screen as pictured below.



Name the file and save it to a location of your choice. Once done, you can send the file as an email attachment if need be or upload it to the appropriate place.