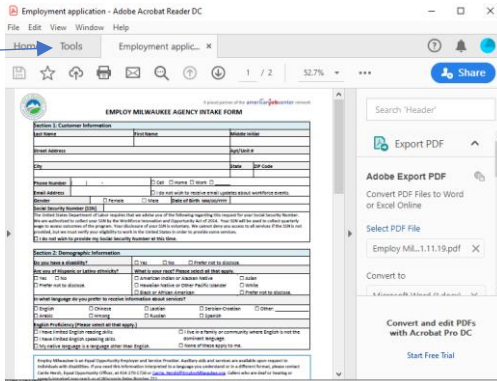


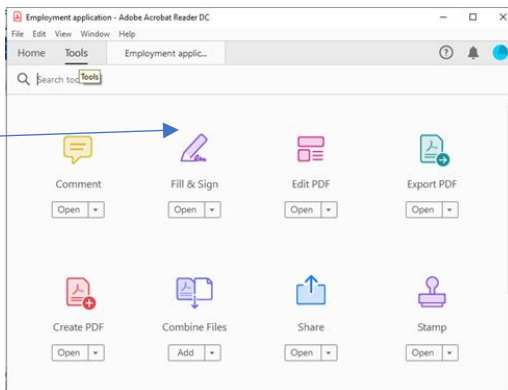
Instructions for Filling in a PDF Form

These instructions are for use **with Adobe Acrobat Reader DC**

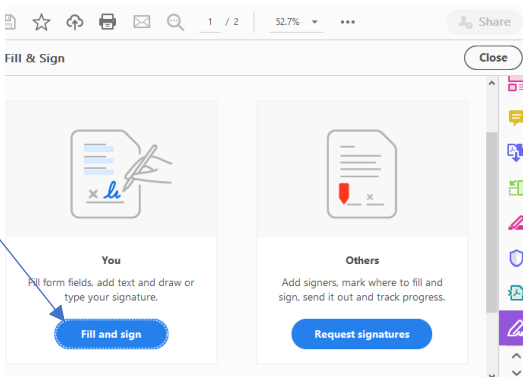
1. Open PDF version of document needing to be completed



2. Click on Tools in the TOP navigation bar. The options below will appear on the screen.



3. Click and Open Fill & Sign



4. This will take you into the PDF and you will be able to fill in the document. It can also be signed or initialed. When document is complete save it as a new completed document.