

## **PDF INSTRUCTIONS**

To access the form, you will need a version of ADOBE Acrobat. It is installed in most computers, but if not you can download a free version of Acrobat Reader from: <https://get.adobe.com/reader/>

There are two methods to submit the form:

### 1. Electronic (preferred)

- a. Open the form in Acrobat(reader). Fill out the required fields. Note that for the date field there is a dropdown arrow at the right side of the field which opens a calendar where you can select a date. Alternatively, you can type the date in MM/DD/YY format.
- b. To sign the form, click on “fill and sign” on your toolbar. If not visible, select “tools” and then “Fill and sign”. When you see “who needs to sign” select “you” option. Above the form, select the “sign” button (has a fountain pen tip and some squiggles), if prompted, type in your name and it will create a signature. Your signature will appear at your mouse cursor, move the mouse to the signature block and click (placing the signature in the form).
- c. Click the “submit” button, and then choose to use your default email application or webmail if appropriate. The form will then open an email with the form attached for you to send it to [board@hcraffairfax.org](mailto:board@hcraffairfax.org).
- d. Alternatively, you can save the form and email it to [board@hcraffairfax.org](mailto:board@hcraffairfax.org)
- e. Note if you have a tablet, you may be able to download the form, fill it out and sign it with a stylus and email the form to [board@hcraffairfax.org](mailto:board@hcraffairfax.org) without using Acrobat reader depending on your tablet.

### 2. Manual

- a. Download and print out the forum.
- b. Fill it out manually.
- c. Scan and email your form to [board@hcraffairfax.org](mailto:board@hcraffairfax.org) or deliver it to Board Member Dave Klain at 12753 Ashleigh Court for manual processing.