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- 1. In Adobe, click "Fill and Sign" in the right toolbar, or find it under the Tools menu at the top
- 2. Click the blue "Fill and Sign" button
- 3. On the last page, fill out the Describe the materials... box
- 4. To sign your name:
 - a. click into the signature box
 - b. click the Sign button at the top of the screen under the menu bar
 - c. click Add Signature
 - d. click the Draw button at the top of the box
 - e. use your mouse to sign your name
 - f. hit Apply. You'll now have a signature that you can drag into the box
- 5. Fill in the rest of the info at the bottom of this page
- 6. Save the document and return it





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