

# How to Fill + Sign a PDF Form

## Step 1 | Install Acrobat

The first step in filling out an interactive form is to make sure you have downloaded [Acrobat](#) or [Acrobat Reader](#).

## Step 2 | Download + Open

Download the PDF document and open it using Acrobat or Acrobat Reader (*links provided above*).

## Step 3 | Fill + Sign

Click the “Fill & Sign” tool in the right pane.

## Step 4 | Fill Out Your Form

A purple message bar indicates presence of fillable fields. Locate these purple message bars and click within them. Complete form filling by clicking a text field and typing. You can also add check marks where necessary. *An example of a fillable box is pictured below.*

Name

## Step 5 | Sign Your Form

Click within within a designated “sign” box, then click **sign** in the toolbar at the top of the page. Draw, type, or choose an image for your signature, then click **apply** to place your signature on the form.

## Step 6 | Send Your Form

After you have filled the form, you can share the PDF with others. To share the form, click **next** and follow the instructions. Or save your completed form to your computer and email to [leads@sfglife.com](mailto:leads@sfglife.com).

Still having trouble? Visit for [Adobe Support](#) more info.

# How to Print, Fill + Scan a PDF Form

The following instructions are for those without access to Adobe Acrobat

## Step 1 | Print the Form

If you do not have access to the Adobe Acrobat programs and cannot complete the digital fill form process, print your document out and fill in the blanks with your information.

## Step 2 | Scan the Form

Use a standard scanner to scan the completed form at **high resolution**.

**No access to a scanner? Download the Adobe Scan app to you smart phone, tablet, or ipad.**

1. From your phone, open your [Android Play store](#) or [Iphone App store](#) to download the app called "Adobe Scan." *Image of app icon pictured to the right.*
2. Allow the app permission to access your camera and photos, this is the only way the app will be able to scan your documents and save them to your phone.
3. Create an account with Adobe Scan.
4. Follow the simple instructions within the app.
5. Once you are ready to scan your document, be sure to choose the **Document** option at the bottom of the screen.
6. Take a quality picture of the form, using the guides provided by the app.
  - Take image in a well lit room.
  - Make sure the entire form is seen in the photo.
  - Do not apply any filters to the image.
  - Name and save the scanned document to your phone.



Having trouble with the app? Take the time to [watch this tutorial](#).

## Step 3 | Check Your Scan

After you have scanned in the document, look at it to be sure the information is readable. Your document will not be accepted if the information is not readable.

## Step 4 | Save + Send the Form to [leads@sfglife.com](mailto:leads@sfglife.com)

Once you are satisfied with the quality of your document, save the PDF to you phone when prompted, then find and choose the share icon *pictured to the right* displayed next to your document, and email the document to the [Leads department](#).

