

How to use Adobe Acrobat Fill & Sign feature to complete documents in PDF format.

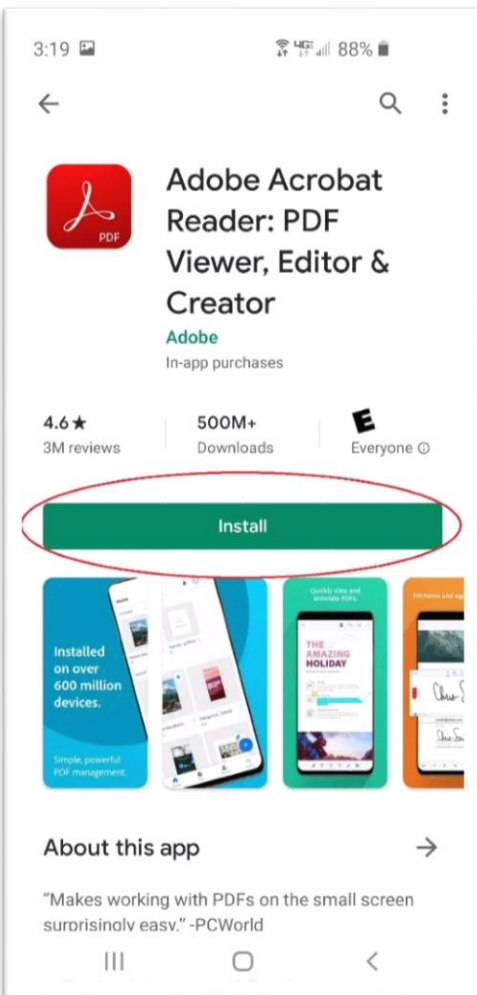
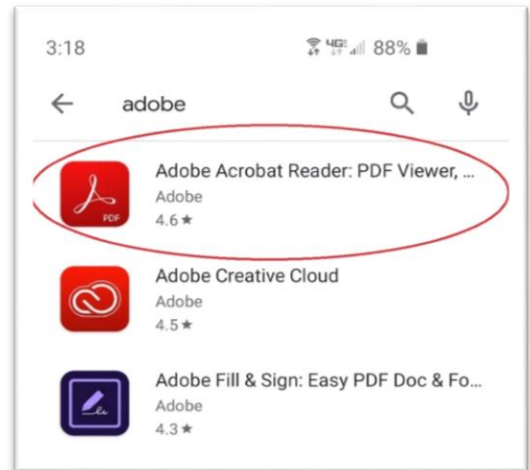
Training Guide: Android/Google

Prepared by the Kings County Job Training Office (JTO)

Step 1:

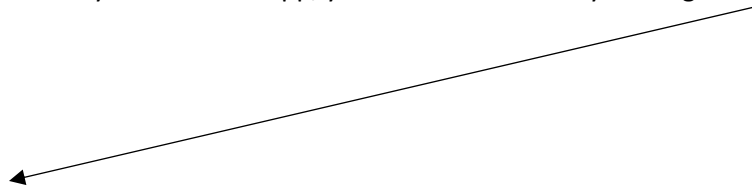
You will open up your Google Play Store to download **Adobe Acrobat Reader: PDF Viewer, Editor & Creator**

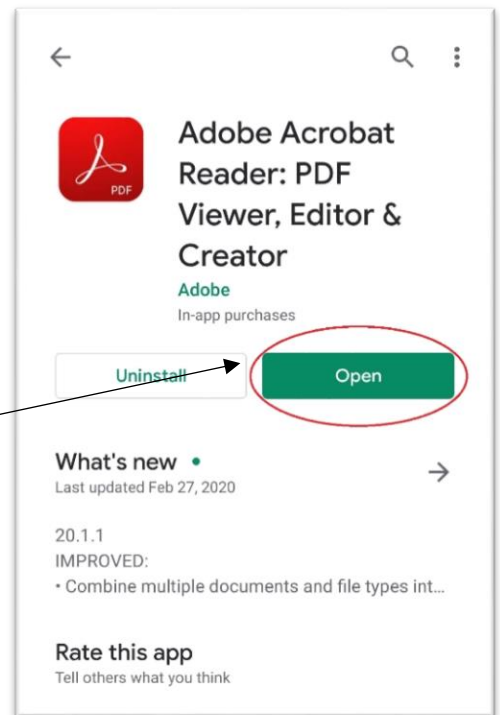
This version is free for use, but does have options that you can pay for. In this app you will utilize the Fill & Sign feature (which is free) to sign documents, save them and email for completion of documents.



Step 2:

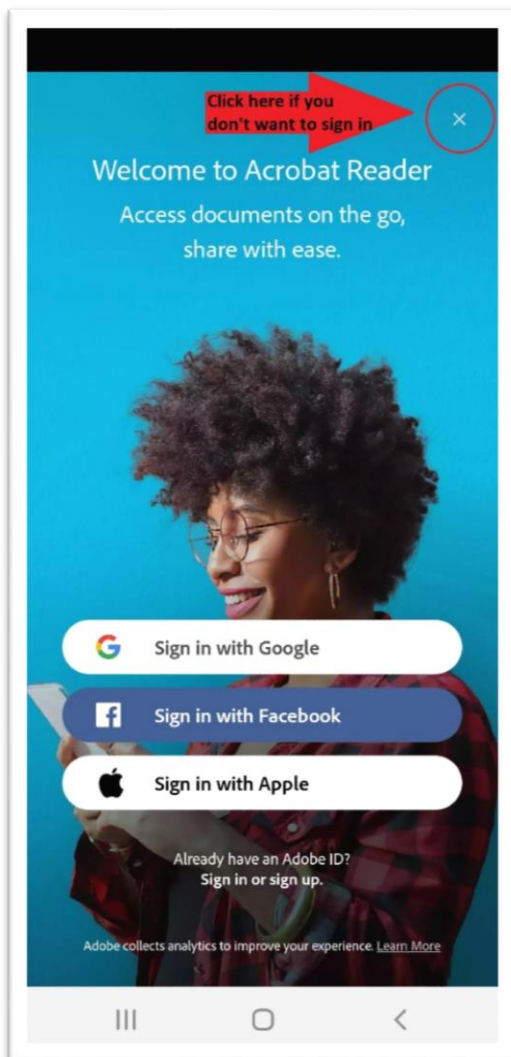
Once you select the app, you will download it by clicking the "Install" button:





Step 3:

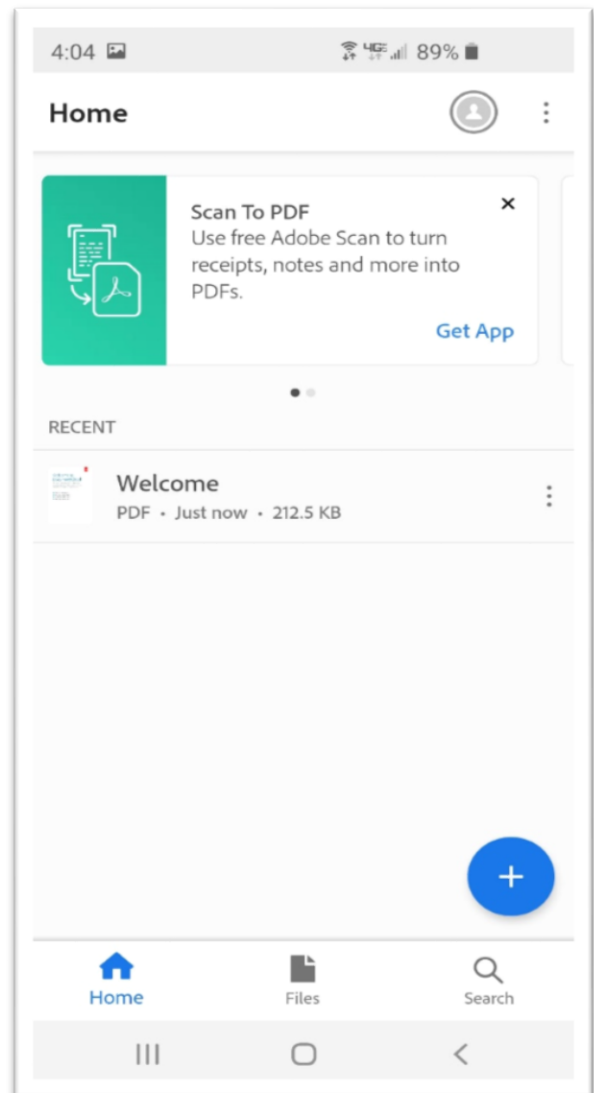
Once downloaded, you will click "Open" to open up the app and get it started.



Once you open up the app, you will be prompted to "Sign In" to a profile or create one. Signing into a profile is optional and not required to use the app.

If you are not interested in signing in to use the app, click the "X" in the top right corner.

If you would like to log in, feel free to create an account or link it to a previous account you may have such as Google, Facebook, or Apple.



Step 4:

After clicking out of the login welcome page you will be redirected to another welcome page (shown here) →

Step 5:

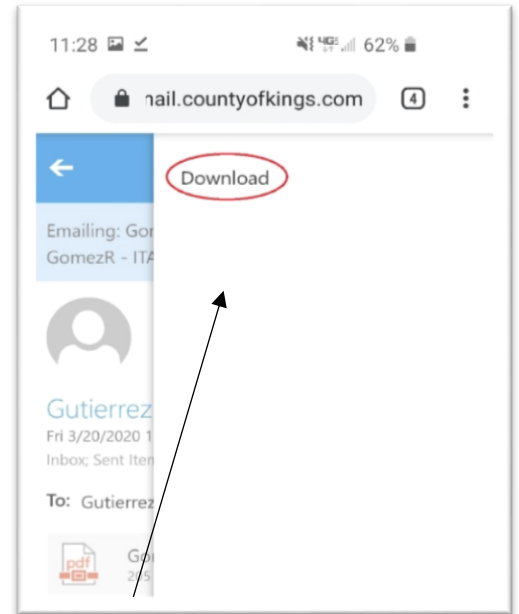
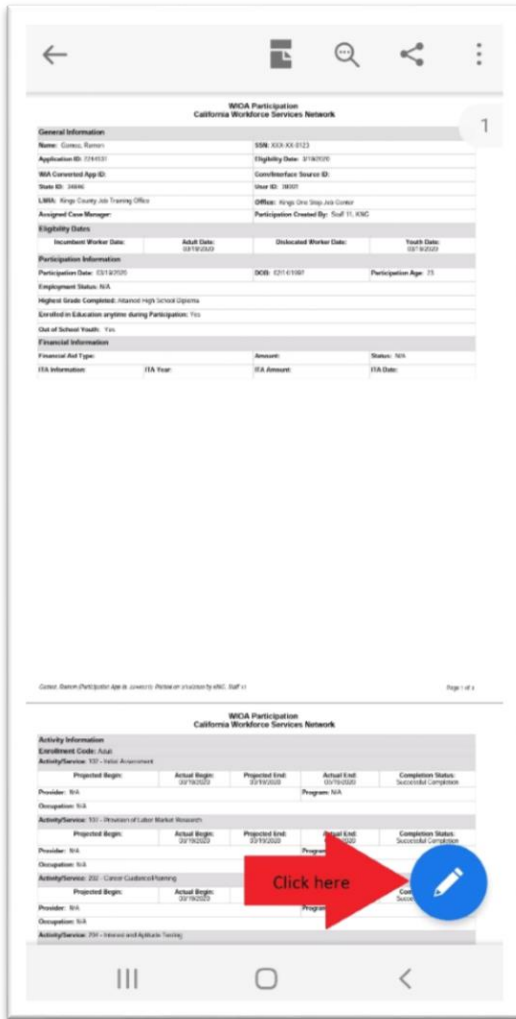
Once you get to this page, you can exit the app and then open up your email to download your document(s).

Once in your email, you will download the PDF file(s) that have been emailed to you sign.

ADOBE Fill & Sign:

Step 6:

Once you open your email and download the PDF form, you will open it in Adobe Acrobat Viewer so you can use the **“Fill & Sign”** feature to sign your document.



Step 7:

Once the document opens up in Adobe it should look like this. You will click the blue button with the pencil on it to open up your options for what editing is allowed for the document.

Once opened, your options will look like this:

Step 8:

Please select the **“Fill & Sign”** feature →



Edit PDF & Organize Pages have a blue star next to them because they are part of a paid feature of the app.

You will not need to use either of these options with our documents. **You should only use “Fill & Sign”.**

Step 9:

Once you have selected “Fill & Sign”, you will return to the former page with new options listed at the bottom of the screen for you to use. Please select the one that looks like the tip of a pen.

The screenshot shows a mobile application interface with a form containing several tables of data. At the bottom of the screen, there is a toolbar with various icons. One icon, which looks like a pen tip, is circled in red. An arrow points from the text above to this icon.

Activity/Service	Projected Begin	Actual Begin	Projected End	Actual End	Completion Status
101 - Assessment of Labor Market Research	03/19/2020	03/19/2020	03/19/2020	03/19/2020	Successful Completion
102 - Career Guidance/Planning	03/19/2020	03/19/2020	03/19/2020	03/19/2020	Successful Completion
103 - Interview and Aptitude Testing	03/19/2020	03/19/2020	03/19/2020	03/19/2020	Successful Completion
104 - Development of KPI/SSE/SEP	03/19/2020	03/19/2020	03/19/2020	03/19/2020	Successful Completion
105 - Occupational Skills Training Agreement (CTA) Process	03/19/2020	03/19/2020	03/19/2020	03/19/2020	Successful Completion

Applicant Signature _____ Date 03/19/2020

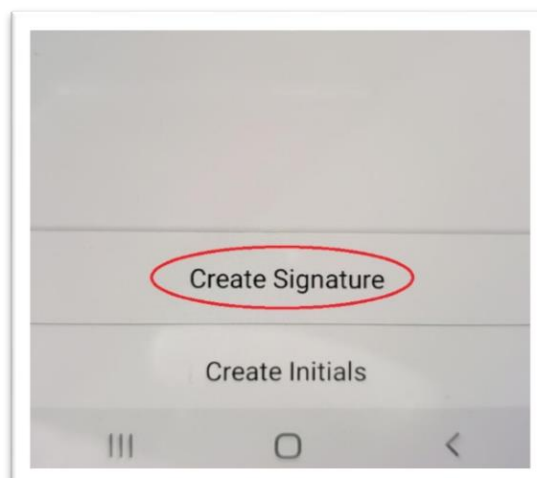
Staff Signature _____ Date 03/19/2020

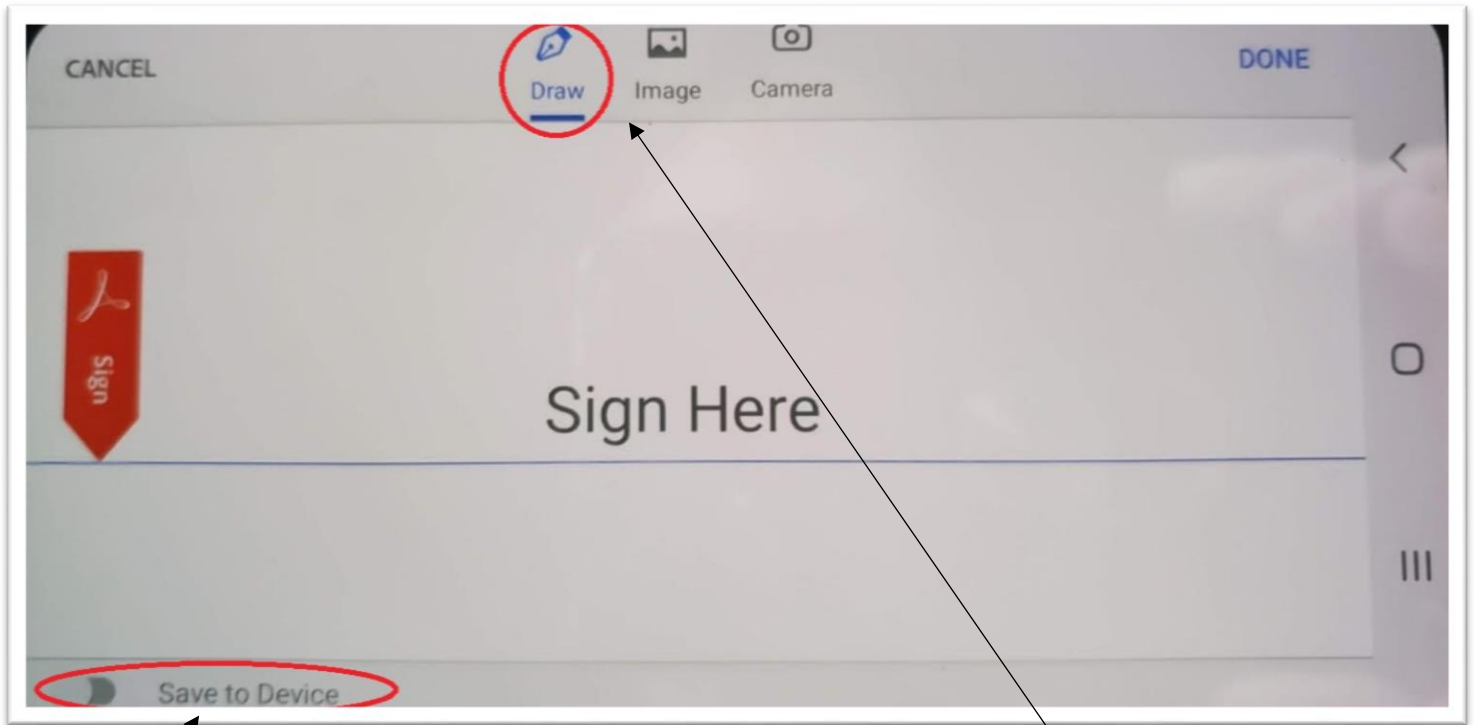
WIOA Participation
California Workforce Services Network

Afterwards, a popup will appear at the bottom of the page and signature options will open up.

Step 10:

→ Select “Create Signature”:





Step 11:

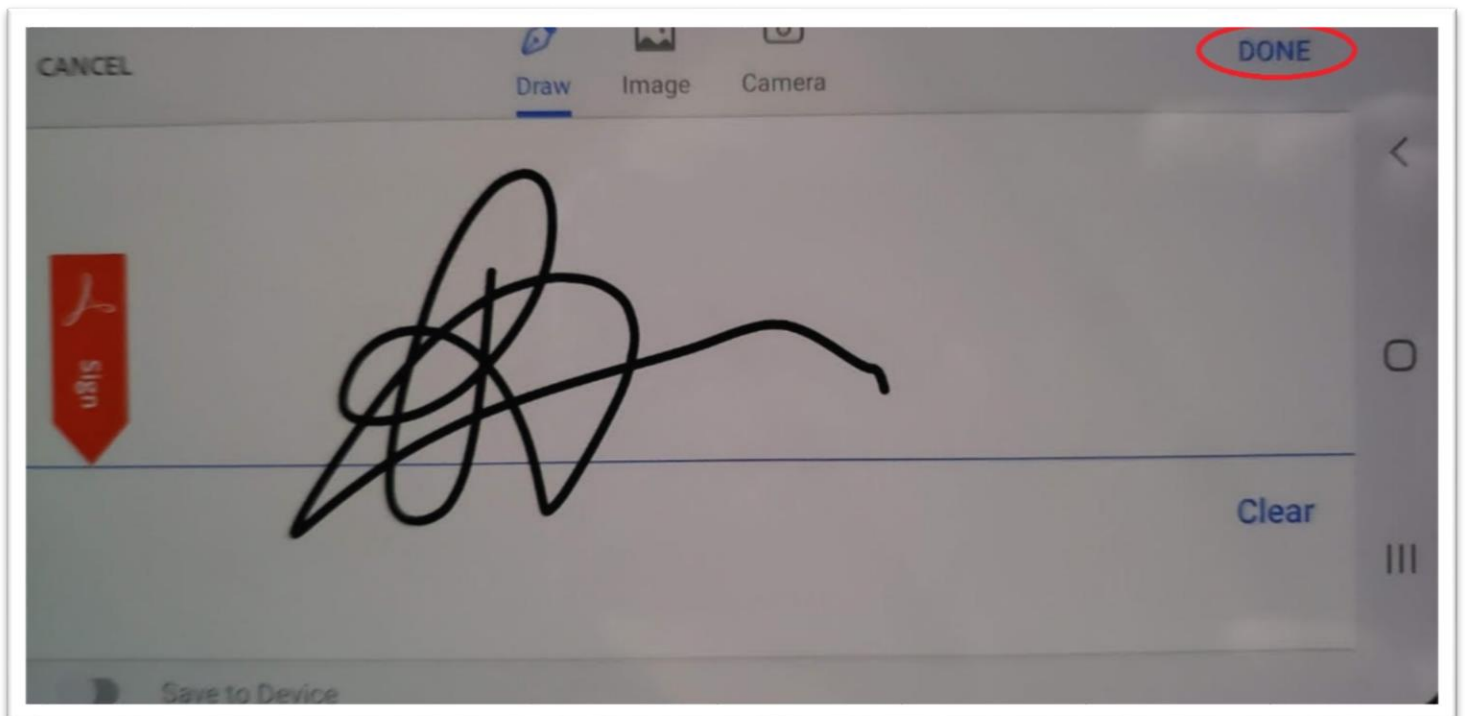
Once in the signature area, make sure you are in the “*Draw*” feature.

Also make sure that you have unchecked “*Save to Device*”, so your signature will not be saved for security reasons.

Step 12:

You will use your touchscreen to sign your name where it says “*Sign Here*”. Click “*Done*” when finished.

(It should look something like the photo below):



Gamez, Ramon (Participation App #: 2244531); Printed on 3/18/2020 by KNG, Staff 11 Page 1 of 3

**WIOA Participation
California Workforce Services Network**

Activity Information

Enrollment Code: Adult
Activity/Service: 102 - Initial Assessment

Projected Begin:	Actual Begin:	Projected End:	Actual End:	Completion Status:
	03/19/2020	03/19/2020	03/19/2020	Successful Completion

Provider: N/A
Occupation: N/A
Program: N/A

Activity/Service: 107 - Provision of Labor Market Research

Projected Begin:	Actual Begin:	Projected End:	Actual End:	Completion Status:
	03/19/2020	03/19/2020	03/19/2020	Successful Completion

Provider: N/A
Occupation: N/A
Program: N/A

Activity/Service: 202 - Career Guidance/Planning

Projected Begin:	Actual Begin:	Projected End:	Actual End:	Completion Status:
	03/19/2020	03/19/2020	03/19/2020	Successful Completion

Provider: N/A
Occupation: N/A
Program: N/A

Activity/Service: 204 - Interest and Aptitude Testing

Projected Begin:	Actual Begin:	Projected End:	Actual End:	Completion Status:
	03/19/2020	03/19/2020	03/19/2020	Successful Completion

Provider: N/A
Occupation: N/A
Program: N/A

Activity/Service: 205 - Development of IEDWSS/EDP

Projected Begin:	Actual Begin:	Projected End:	Actual End:	Completion Status:
	03/19/2020	03/19/2020	03/19/2020	Successful Completion

Provider: N/A
Occupation: N/A
Program: N/A

Activity/Service: 300 - Occupational Skills Training (Approved ETPL Provider)

Projected Begin:	Actual Begin:	Projected End:	Actual End:	Completion Status:
04/20/2020		12/18/2020		

Provider: Alameda Community College
1214 San Jose Blvd
San Jose, CA 95101
Program: Accounting
Occupation: 43303100 - Bookkeeping, Accounting, and Auditing Clerks


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App User Signature _____ **03/19/2020**
Date

_____ **03/19/2020**
Staff Signature **Date**

Gamez, Ramon (Participation App #: 2244531); Printed on 3/18/2020 by KNG, Staff 11 Page 2 of 3

**WIOA Participation
California Workforce Services Network**

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Step 13:

Once you click "Done", your signature will be ready to be applied to your document.

You will simply tap the screen to apply your signature.

Step 14:

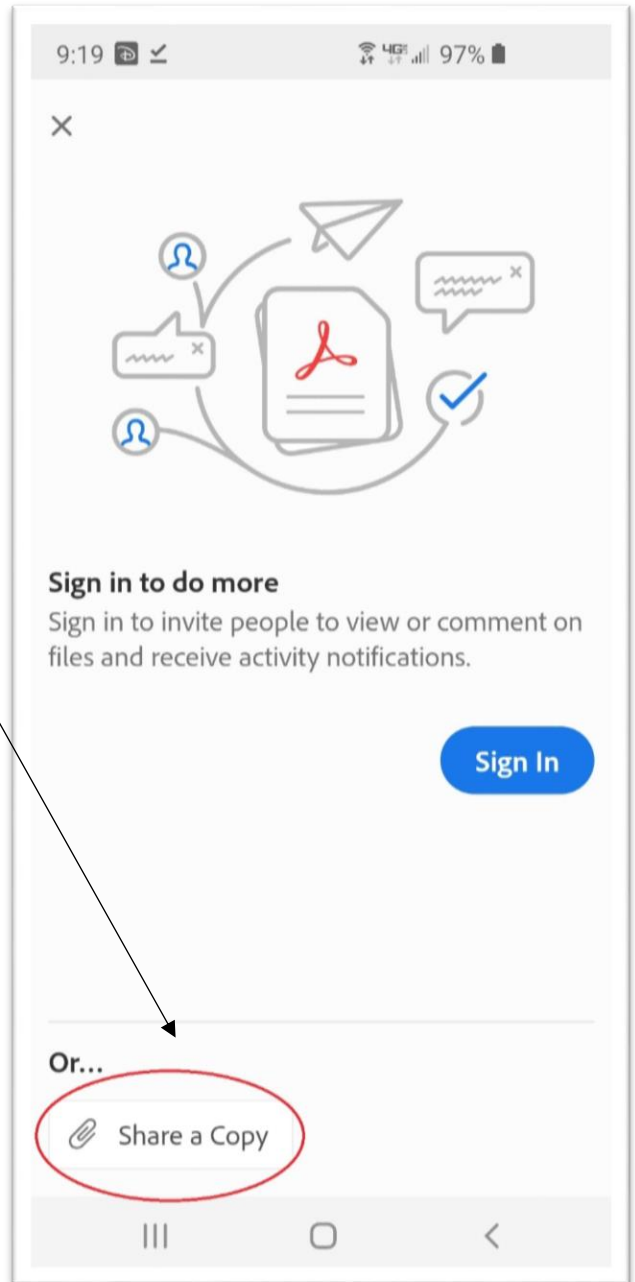
When finished you can click the blue checkmark to save the document and then send the document via email back to AJCC staff.

Please note: Disclaimer will most likely pop-up informing you that "Forms with a signature or initials will not be editable once saved." Ensure everything looks correct before saving and sending document.

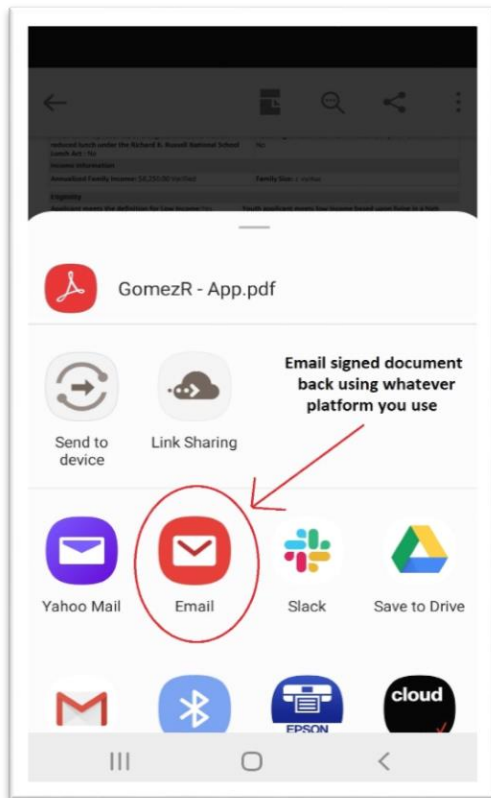
Step 15:

After selecting the share button, you will be taken to this screen:

Do not worry about signing in. You can scroll to the bottom of the page and select "Share a Copy".



Once you click that button, you will be redirected to a page to choose how you would like to share this document.



Step 16:

Select your preferred email platform (Yahoo, Gmail, Hotmail, Email, etc.) and email the document back to AJCC staff for review.

Once AJCC staff receive your signed document, we will look over it and ensure your document is not missing anything. If we need additional items, you will be contacted with further information.