

## **Instructions for Completing Liability and Insurance Form Electronically**

### **Instructions for Phones**

#### **Iphone/ Ipad**

- Open the email and open that attached document. Select Auto fill if an option (three dots and a pen icon.)
- Use large plus button to select text box or signature for each blank domain.
- Complete all three pages.
- Select Done
- Select Reply to Living Streams Ranch/ Debbie Rotelle OR select share icon (rectangle with arrow coming out of it) and select email an email app
- Send email to [livingstreamsrancho@gmail.com](mailto:livingstreamsrancho@gmail.com) with attached form
- Place your name in the subject line

#### **Android (non iphone)**

To open, sign, and return a PDF document on your Android phone, you can use the Adobe Acrobat Reader app, which is free to download from the Google Play Store. Here are the steps to follow:

- Open the email that contains the PDF document and tap on it to download it.
- Tap on the downloaded PDF file and choose Adobe Acrobat Reader as the app to open it.
- Tap on the blue pencil icon at the bottom right of the screen and select Fill & Sign.
- Tap on the fountain pen icon and select Create Signature.
- Use your finger or a stylus to sign on the screen and tap Done.
- Tap on the signature to move, resize, or delete it as needed.
- Tap on the menu icon at the top right of the screen and select Share.
- Complete the three page document fully.
- Choose the email app you want to use and send the signed PDF document back to [livingstreamsrancho@gmail.com](mailto:livingstreamsrancho@gmail.com)

### **Instructions for Computers**

#### **In Google Chrome**

- Open form that was sent as an email attachment
  - Select the download option to download document (often looks like arrow pointing down to a line)
  - Select the folder icon
  - Add your name to the title of the file (ex. Jane Doe Liability & Insurance Form) and SAVE in file folder you can find

- Open File Folders, locate the document you just saved, and open
- The PDF Document will open in a new tab online
- Select the Save icon in the top right corner and select Save again, saving file in a familiar location
- Complete the form with the necessary signatures. Save.

Send an email to [livingstreamsrancho@gmail.com](mailto:livingstreamsrancho@gmail.com) and attach the document. Place your name in the subject line and the name of form

## In Microsoft Edge

### Using the Draw Tool in Edge:

- Open the **Microsoft Edge** browser on your PC.
- Import the **PDF document** you want to sign using the **Ctrl + O** hotkey.
- Once the PDF is open, you'll see various PDF reading and annotation features on the top toolbar.
- Click on the **Draw tool** from the toolbar.
- Choose the **ink properties**, including the color and thickness of the drawing pen.
- **Draw your handwritten signature** anywhere on the PDF document.
- If you make a mistake, click on the **Erase option** to delete the drawn signature and then redraw it.
- Finally, click on the **Save button** to save the signed PDF document

## In Safari

- Open email and attachment
- Download document
- Open in Preview
- Select Markup icon (looks like tip of pen)
- A drop-down dashboard will appear with text box options for typing in fields and drawing options for signature fields
- Complete all three pages of forms
- Select File (top left of screen)
- Select Export
- Save Document to device -Rename file with your name and document name (ex. Jane Doe Liability & Insurance Form)
- Save to Device
- Send an email to [livingstreamsrancho@gmail.com](mailto:livingstreamsrancho@gmail.com) and attach file. Place your name in subject line with name of form

**Or Print the Document, Sign, Scan, and Email back to the Ranch**

