

Instructions to complete a fillable Registration Form or Drop/Add From:

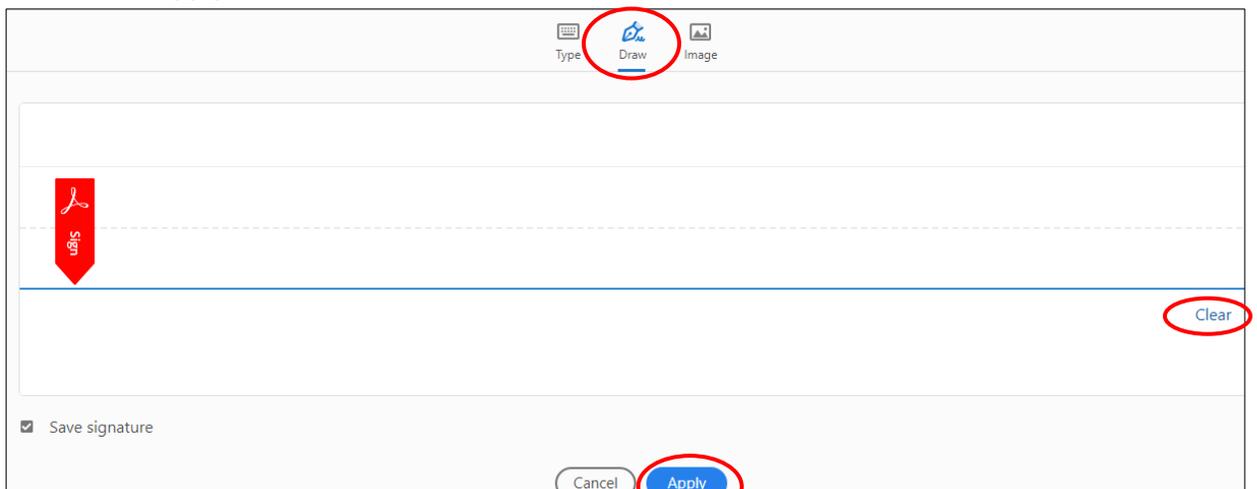
1. Download the form and choose to **Open** it with Acrobat Reader or **Save** it on your computer. (If you save the file, locate it - probably in your Downloads folder - and double-click to open it in Adobe Acrobat Reader.)
2. The form has fillable fields allowing you to type the needed information into the form. Fill in all the necessary fields, but **DO NOT** type your name on the signature line.
3. The Registration Office will not accept the form unless you have signed the form with a “written” signature that you draw with a mouse, stylus, or your finger. Follow the steps below to draw your signature:



- a. This is the Sign icon you need to use to draw your signature.
- b. The Sign icon should appear at the top of your window.
- c. If you don't see the Sign icon, click on the Fill & Sign choice in the menu at the right. To get the Sign icon to appear at the top of your window.
- d. Click the **Sign** icon and **Add Signature**. (If you already have a typed signature, you need to click the minus sign next to it before you can choose Add Signature.)



- e. The box below opens, and you must choose **Draw** at the top. Use your mouse, stylus, or finger (if you have a touch screen) to draw your signature on the blue line. You can use **Clear** option below the line to start over until you are satisfied with your signature. Then click **Apply**.



- f. Finally, you need to click in the signature line on the form to place your drawn signature in the form.
4. Save the form, adding your name in the file name.