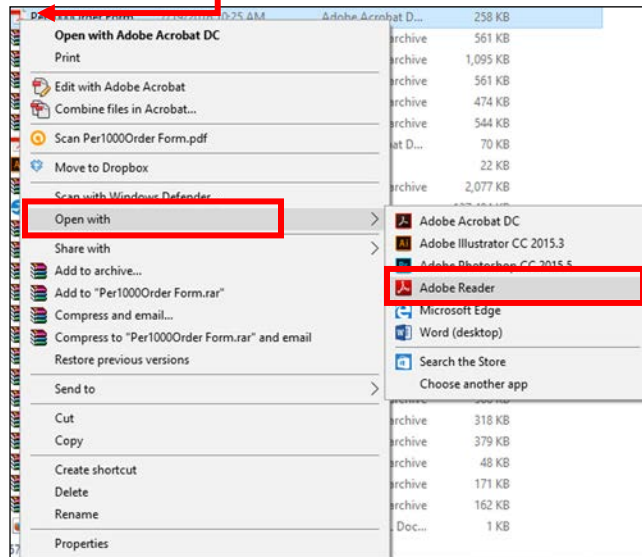# FILLABLE PDF INSTRUCTIONS

Instructions for Completing Fillable PDF Order Forms

Some Need-A-Lead order forms may be provided in a fillable PDF format, which allows customers to enter data directly into the form using their computer and Adobe Reader. Once completed, the forms may be submitted through e-mail to Need-A-Lead as a PDF attachment via a desktop e-mail client (Microsoft Outlook) or Web e-mail account (Gmail, Yahoo, etc.).

Completing Fillable PDF Order Forms

- **You must have Adobe Reader to complete the fillable PDF form.** If you do not have the latest version of Adobe Reader you can download it for Free from Adobe at https://get.adobe.com/reader/
- Download the PDF from your email and **Save** it to your computer.
- **Right click** on the saved PDF file
  - o Click on **Open With**
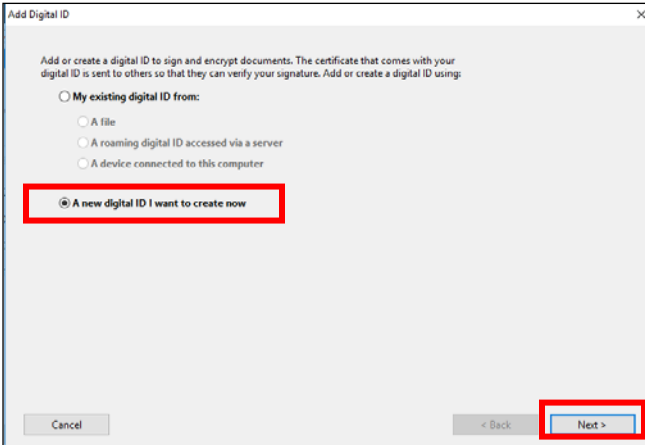 - o Click on **Adobe Reader**.

- Fill in the information requested then press **Tab**, this will move your curser to the next fillable field.
- To select a **Box**, you can either **click** on the desired box or **Tab** over till the desired box is highlighted and press the **Spacebar** to mark that box.
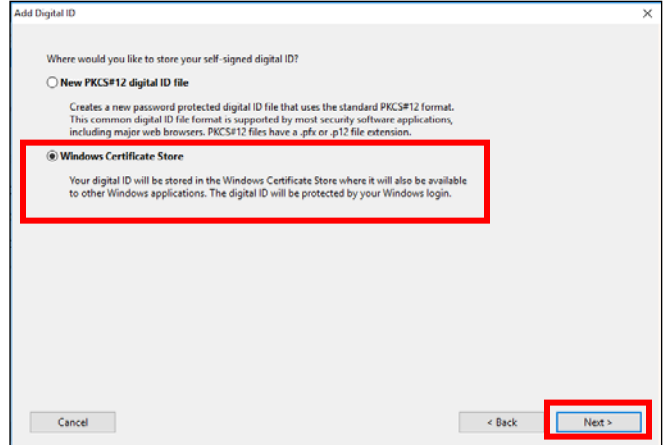
Digitally Sign the Document

- Click in the signature field
- If you do not have a digital signature created you will need to create one (See below)
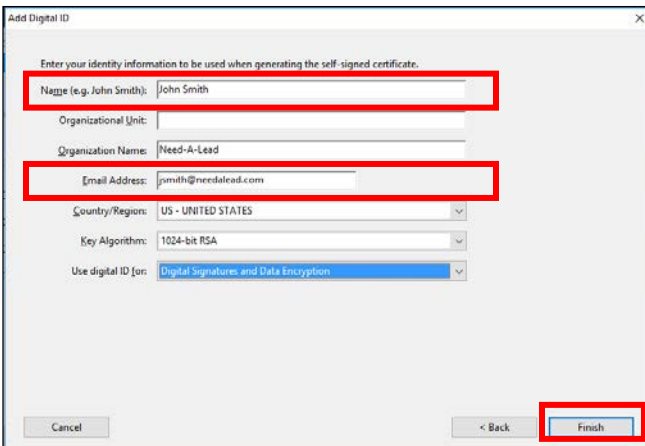
Note: You only have to create your signature once. It will be automatically saved. The next time you have to sign a form your signature will automatically fill in.
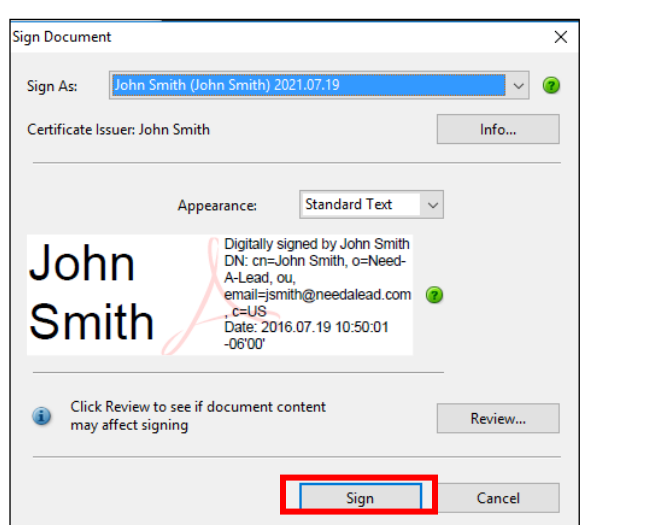
1.

Click on **A new digital ID**, then click **Next**

2.

Click on **Windows Certificate Store**, then click **Next**

3.

Fill in your name, email, and click **Finish**

4.

Click **Sign** then Save your document

- Once the entire form is complete, save a final version of the file to your computer by clicking on the **Save Form** button. As stated above, the **Save Form** button provided on the form will open a **Save As** dialog box, which will allow you to save the form to a desired location on your computer.

Submitting Fillable PDF Order Forms

After you have completed the form and saved a final version of the file to your computer, you may then e-mail the PDF file to Need-A-Lead as an attachment via either a desktop e-mail client (Microsoft Outlook) or Web e-mail account (Gmail, Yahoo, etc.).