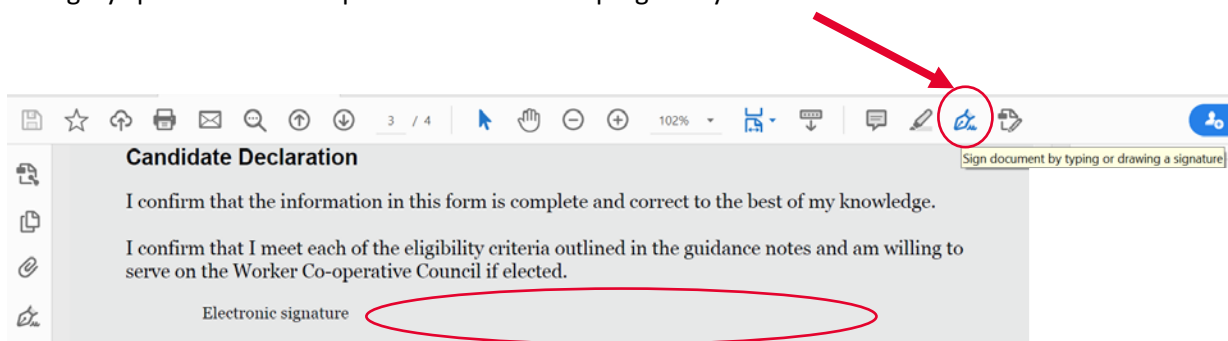
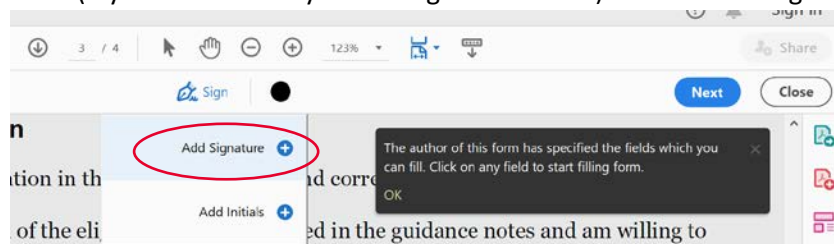


Instructions on completing and signing an Adobe online form...

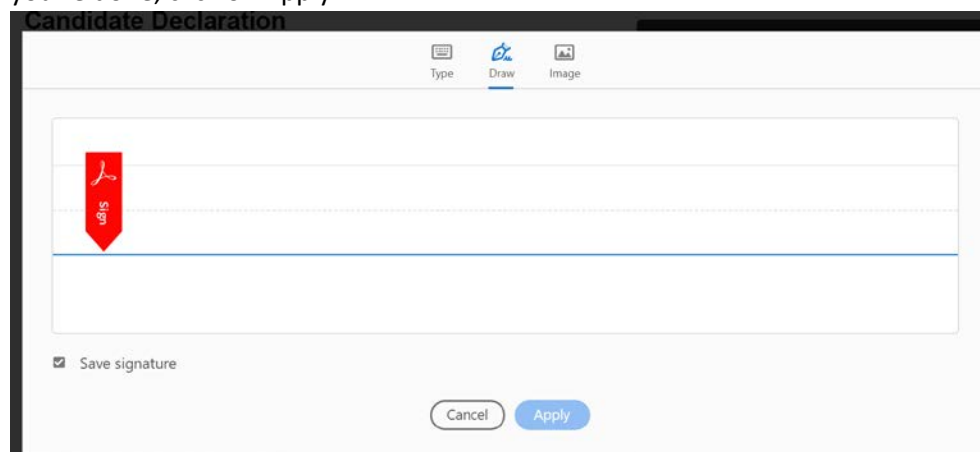
1. **Download Adobe Acrobat Reader DC** if your computer doesn't already have it, or you can use pdf expert and similar programmes on your iPad or tablet (these instructions don't cover those options but you can search online or contact Co-operatives UK if you need more help)
2. **Open the form** in Adobe Acrobat Reader DC
3. **Type your details/answers** into each of the boxes on the form – they'll be highlighted in lilac on your screen
4. **To sign the form** – when you reach the points where you need to add an electronic signature to a grey space click on the pen nib icon in the top right of your screen



5. Then (if you don't already have a signature saved) click on 'Add Signature'



6. You can add a signature to the white box by typing, drawing or adding an image. When you're done, click on Apply



7. When you've finished completing the form click on the **Save** icon in the top left corner of the screen. You'll then need to click on **Save a Copy** before choosing where you want to save it so that you can then attach the completed pdf form to an email.