HOW TO COMPLETE PDF FILES

Using Your Computer

Fill in forms in Acrobat Reader

You can use the Fill & Sign tools in Acrobat Reader to fill out forms. Save the form to your computer, and then open it directly in Acrobat or Acrobat Reader.

Where to find forms

1. Go to **dekcohousing.com**
2. Select **Resources**
3. Select **Links**
4. **Locate and open** the form needed
5. **Click on the Save icon** and **save a copy** of the form to your computer.

Fill out your PDF form

1. **Open** the PDF form in Acrobat or Reader.
2. Click the Sign icon in the toolbar. Alternatively, you can choose **Tools** > **Fill & Sign** or choose **Fill & Sign** from the right pane.

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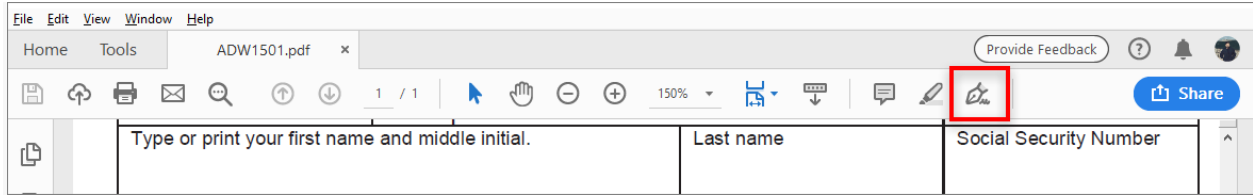
3. The Fill & Sign tool is displayed. Click **Fill and Sign**.

Note:

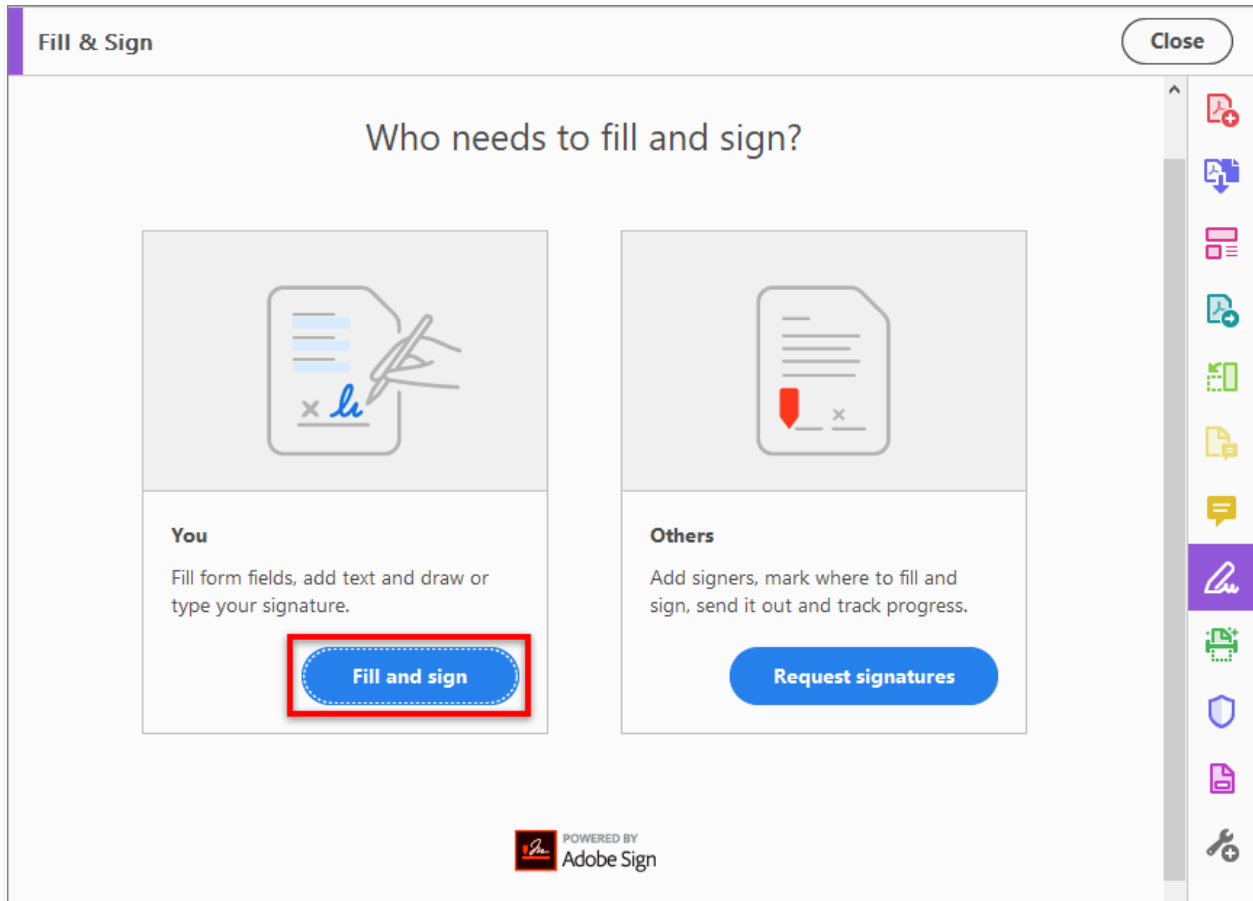If you don't see the **Fill and Sign** option, update your Acrobat. To automatically update from Acrobat, choose **Help > Check for updates**, and then follow the instructions in the Updater window to complete the update process.

4. **Save** your changes once you have answered all the questions.
5. **Send** your completed form(s) to the appropriate Housing Authority staff.

HOW TO COMPLETE PDF FILES

Using Your Smartphone

1. **Download** the appropriate app based on your phone type.

iPhone

From the App Store, search for and download Adobe Fill and Sign

or

https://apps.apple.com/app/apple-store/id950099951

Android Phones

https://play.google.com/store/apps/details?id=com.adobe.fas&referrer=utm_source%3DAdobe.com%2520DC%26utm_medium%3DWeb%26utm_term%3DFill%2520%2526%2520Sign%26utm_content%3DGet%2520App%26utm_campaign%3DFY18