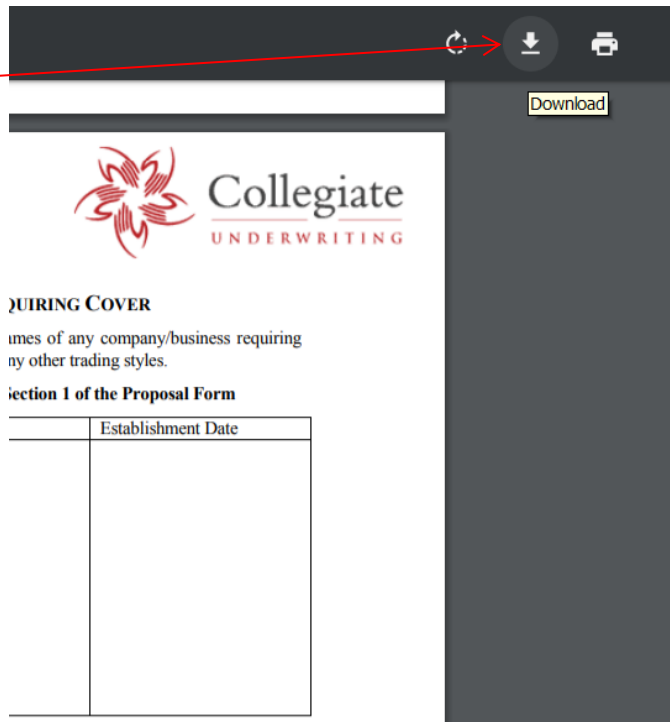
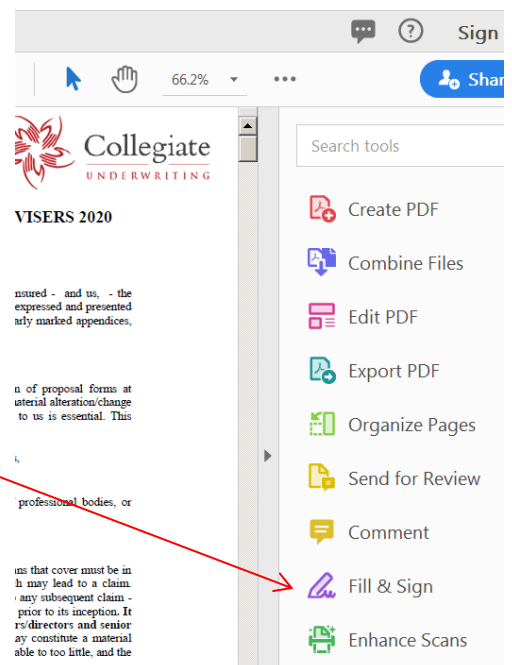


## How to fill, sign, and send a Collegiate PDF proposal form

1. Download & save as a PDF the proposal form you need from the collegiate website – then follow these steps

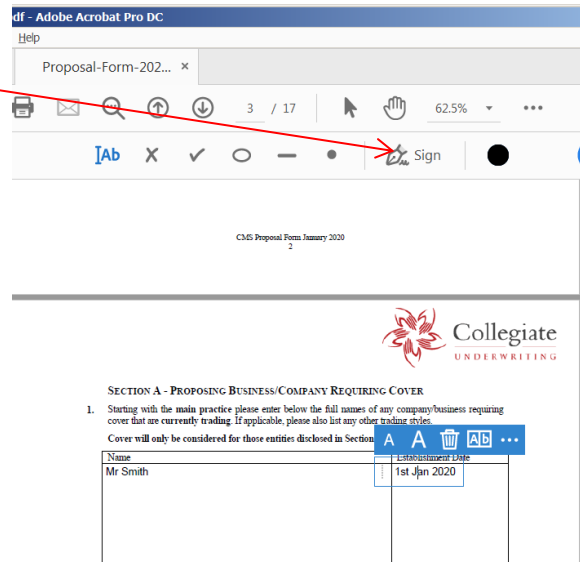


2. Within Acrobat, open the PDF file.

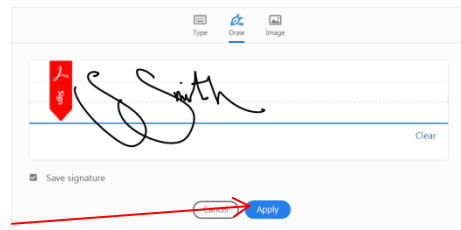


3. Click on the **Fill & Sign** tool in the right pane.

- Click **Sign** in the toolbar at the top of the page.



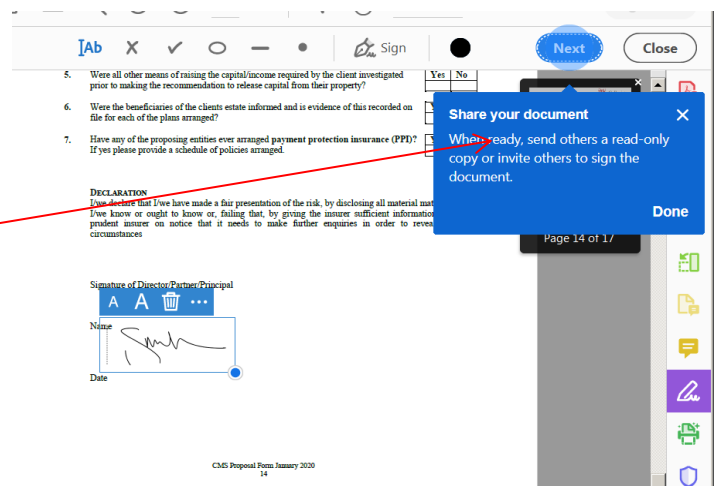
- Draw or type your signature, or use an image. (draw a signature on the trackpad).



- Click **Apply** and place the signature on your form.

- Click **Share** in the upper right corner to send your form to others.

Enter one or more email addresses, then click **Send** to deliver your form and get notified when recipients view it.



**Note:** Collegiate office supports encrypted smtp – we advise you encrypt any e-mail containing sensitive information.