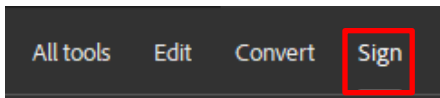


Signing the Non-CWTS Training Hour Form Using Adobe Acrobat Reader

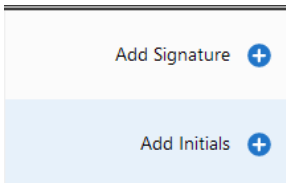
1. Make sure you have Adobe Acrobat Reader installed on your computer. It can be downloaded for free at <https://www.adobe.com/acrobat/pdf-reader.html>
2. Download a copy of the PDF form. If opening a link to the PDF from a browser, you may need to click the Save icon in the upper right corner to save a copy to your computer.



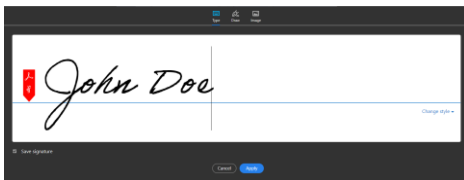
3. Open Adobe Acrobat Reader. Click either **File** or **Menu** and select **Open** in the dropdown. Select the PDF you just downloaded. Alternatively, you can right click on the PDF file and select the **Open with Adobe Acrobat Reader** option.
4. Fill in all relevant information in the form fields or text boxes of the PDF.
5. Select **Sign** from the navigation menu.



6. From the menu, select **Add Signature** (or, if you have already created a signature, select it and skip to step 8).



7. Enter your name into the text box to create a signature. Alternatively, you can select the **Draw** option to use a mouse or stylus to sign, or you can select the **Image** option to upload a digital image of your own signature.



8. Once your signature is created and you select it, your mouse cursor becomes your signature. Find the box in the PDF requiring the signature, place the mouse cursor over it, and left click. Your signature should appear in the box.
9. Confirm that all your information has been entered and your signature has been stamped into the document, then save the PDF.