

Instructions to “Sign” Lobby Forms

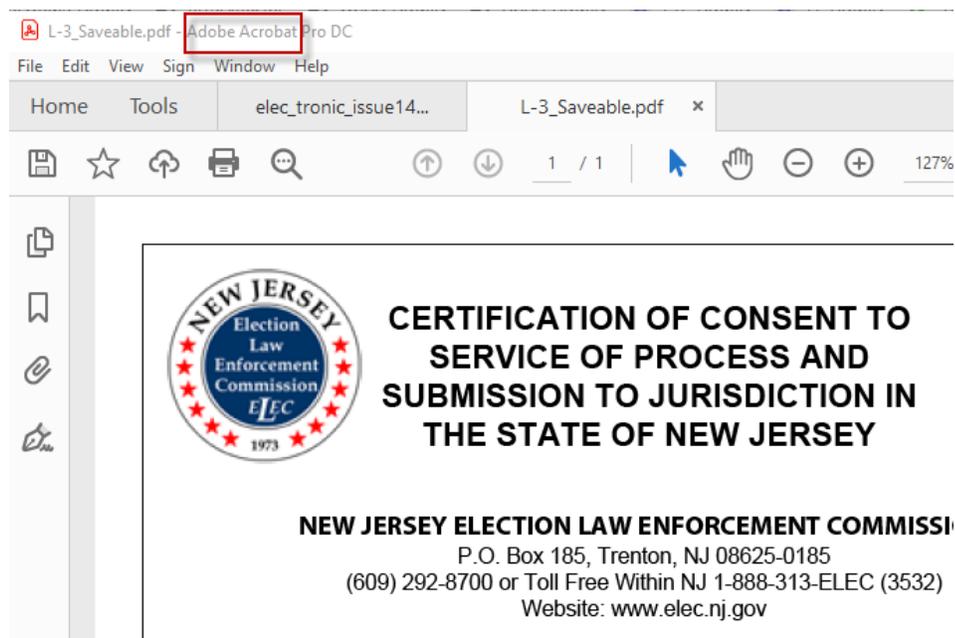
These forms are Adobe “AEM” (Adobe Experience Manager) Forms and as such can only be opened and properly used in Adobe Acrobat Pro or Adobe Acrobat Reader (free)

In order to “Sign” the form you will have to follow these steps:

Download the Form and save it to your computer Desktop or Documents folder.

DO NOT SAVE TO A NETWORK OR SHARED COMPUTER DRIVE

Open the form in Adobe Acrobat ONLY. Confirm this by viewing the text at the top of the form.



Enter the Registration and PIN number and click the “Verify...” Button.

Registration Number

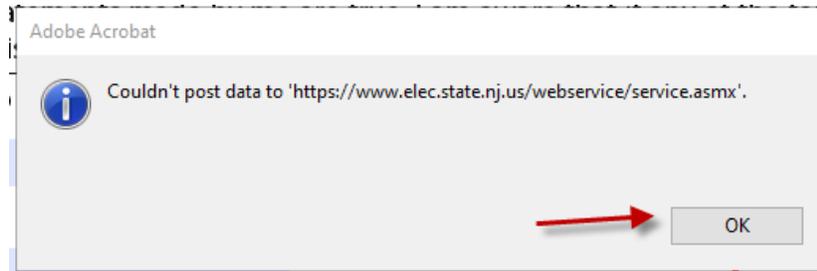
PIN

Date

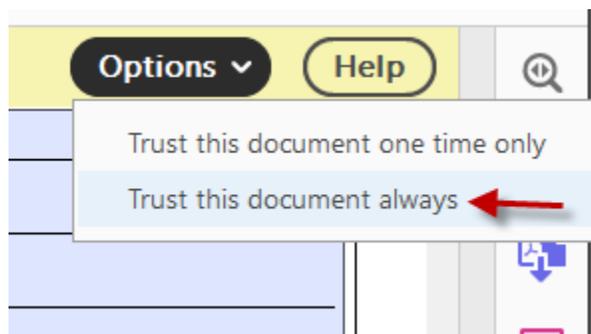
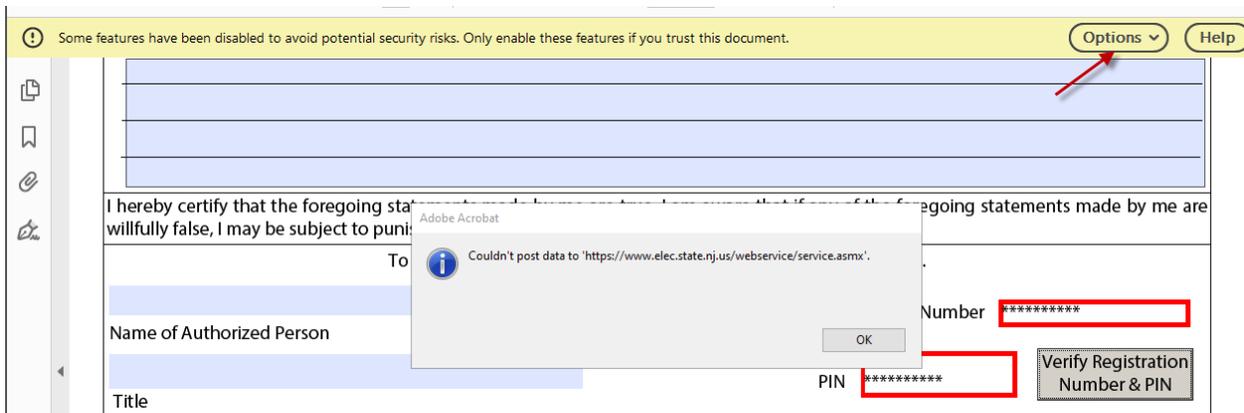
You may get a message asking to “Allow” this operation. Click “OK”

You may also get a message stating, “Couldn’t post data to...”

Click the “OK” Button

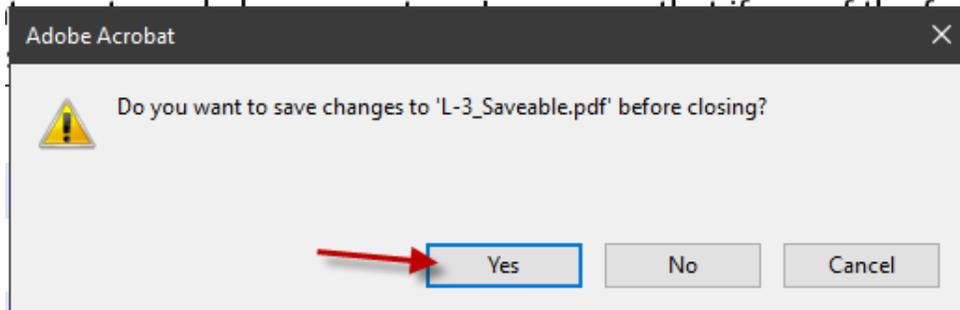


Click on the “Options” Arrow in the upper right of screen and select “Trust This Document Always”



Click “Yes” to the “do you want to save changes ...”Message Box

The form should Save and re-open.



Now, click the “Reset...” button and re-enter the Registration and PIN information.

Registration Number

PIN

Date

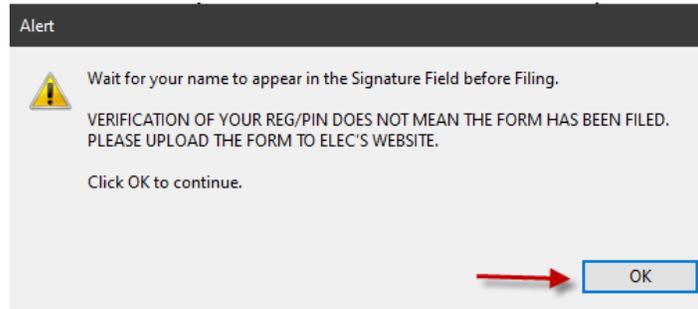
Click the “Verify...” Button.

Registration Number

PIN

Date

When the “Alert” Message Box Appears, Click “OK”



Your “Signature” Name will appear in the Signature Box

To be signed by an authorized person

Name of Authorized Person

Title

ELEC TEST TRAINING3

Authorized Signature

** Your name must appear on the signature line **

If the “Signature” does not appear, try Resetting the Registration and PIN information again.

SAVE the Form, noting the name and location of the Form.

You may now proceed to the “File Annual Forms” link.

