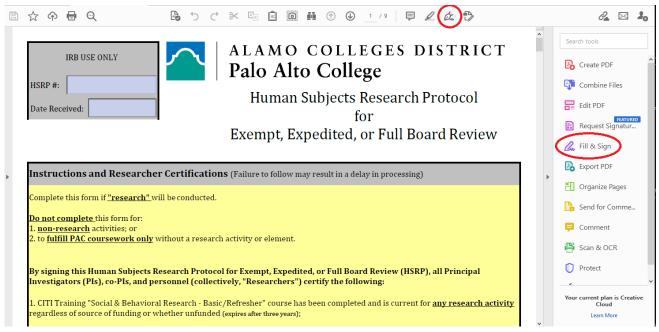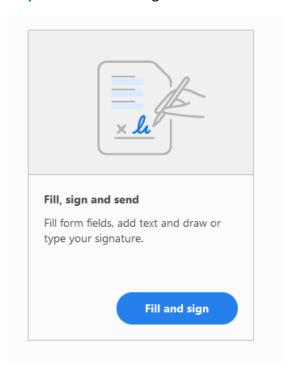How to Fill & Sign on Microsoft PDF file

Step 1: Download the PDF File from the Institutional Review Board (IRB) PAC website by clicking top right download button .

Step 2: Save PDF file to your computer desktop, folder, or thumb drive

Step 3: Open PDF file from saved location

Step 4: Click the purple *Fill & Sign* button and continue to step 5 **OR** click the Sign button found at the top and skip step 5.

Step 5: Click Fill and Sign button

Fill, sign and send

Fill form fields, add text and draw or type your signature.

Fill and sign

Step 6: Fill information in boxes

Researchers

	Name	**Email**
PI	Name	
Co-PI (1)		

Note: You may not see this if you do not have Adobe Acrobat downloaded onto your computer