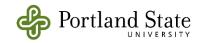


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SHAC Forms – Smart Phone Instructions

Smart Phone Instructions

If you need to remotely complete a form using your smartphone device, please follow the instructions listed below:

- 1. Visit the Google Play (Android) or App Store (iPhone) and download "Adobe Fill & Sign"; this application is free.
- 2. Once downloaded, use the hyper link appropriate for the SHAC Form you are filling out. The URLs can be found at:
 - https://www.pdx.edu/health-counseling/forms-fees-billing
- 3. Send the .pdf to Adobe Fill & Sign. The icons below should open the application.



- 4. Once you are in *Adobe Fill & Sign*, click on each line and type in the information requested. Make sure to complete **all** sections.
- 5. For the signature lines, touch the line requesting a signature or initial, then press the icon that looks like a fountain pen. The icon will prompt you to create a signature or initials by touching the screen with your finger. *It must be a hand-written or electronically drawn signature.*
- 6. Adjust the size and location of the signature or initials to fit the line using the pinch and zoom features on your smartphone.
- 7. Save the completed form to your phone.
- 8. Visit the SHAC Forms page to determine how to appropriately submit your form.