

## SHAC Forms – Smart Phone Instructions

### Smart Phone Instructions

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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.