

How to use Fillable PDF Forms

1. We recommend you use Adobe Acrobat Reader to complete the forms.
2. Once you have filled out each form, click on the appropriate signature field. You will be prompted to insert your digital signature
3. For instructions on how to create an Adobe Digital Signature, [watch this video](#).
4. Alternatively, you may use the E-Sign (Fill and Sign) tool in Adobe Acrobat Reader. Steps for Using the E-Sign Tool (Fill & Sign):
 1. Open the File: Open your PDF in Adobe Acrobat Reader.
 2. Access Tool: Click the "Fill & Sign" option in the left-hand panel.
 3. Add Signature: Click "Sign" in the top toolbar, then select "Add Signature".
 4. Create Signature: Choose to type, draw, or upload an image of your signature.
 5. Apply and Position: Click "Apply" and drag the signature to the correct spot.
 6. Save: Click "File" > "Save" or "Save As" to finalize the signed document.
 7. For video instructions on how to use the Adobe E-Sign (Fill and Sign) Tool [watch this video](#).
5. Once signed save the forms and all other paperwork such as copies of HCBC Numbers and Instructors/Coaches only, a copy of your insurance certificate showing EBLES and the CRD added as additional insured.
6. Attach to an email and send to: clairevessey@yahoo.com.
7. Not to worry, once filled out you may still print the forms and sign by hand. Once signed scan then email to Claire at clairevessey@yahoo.com.