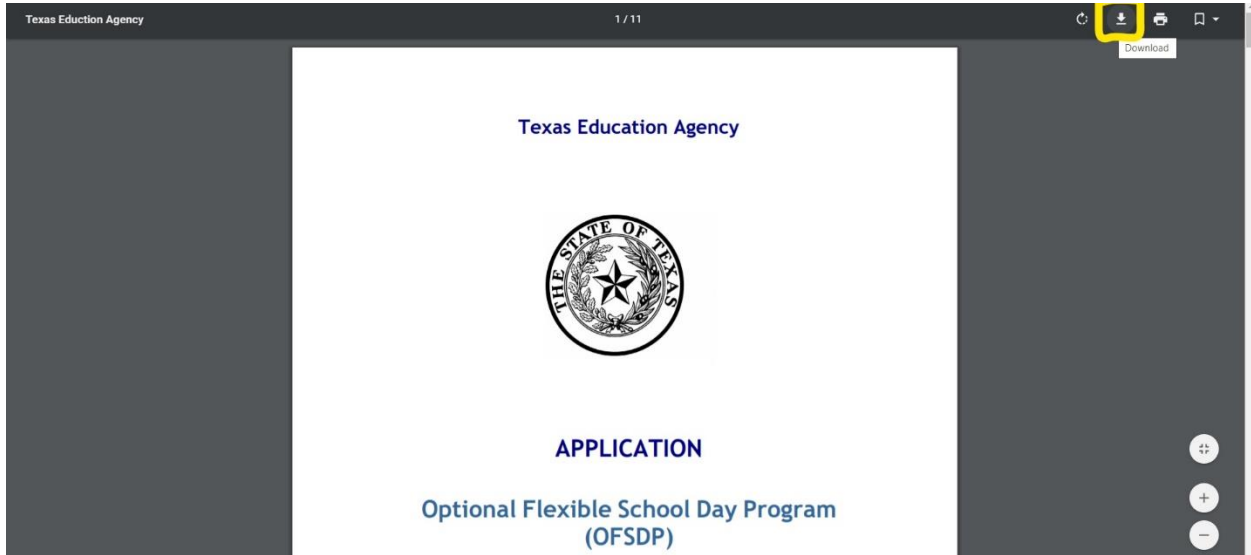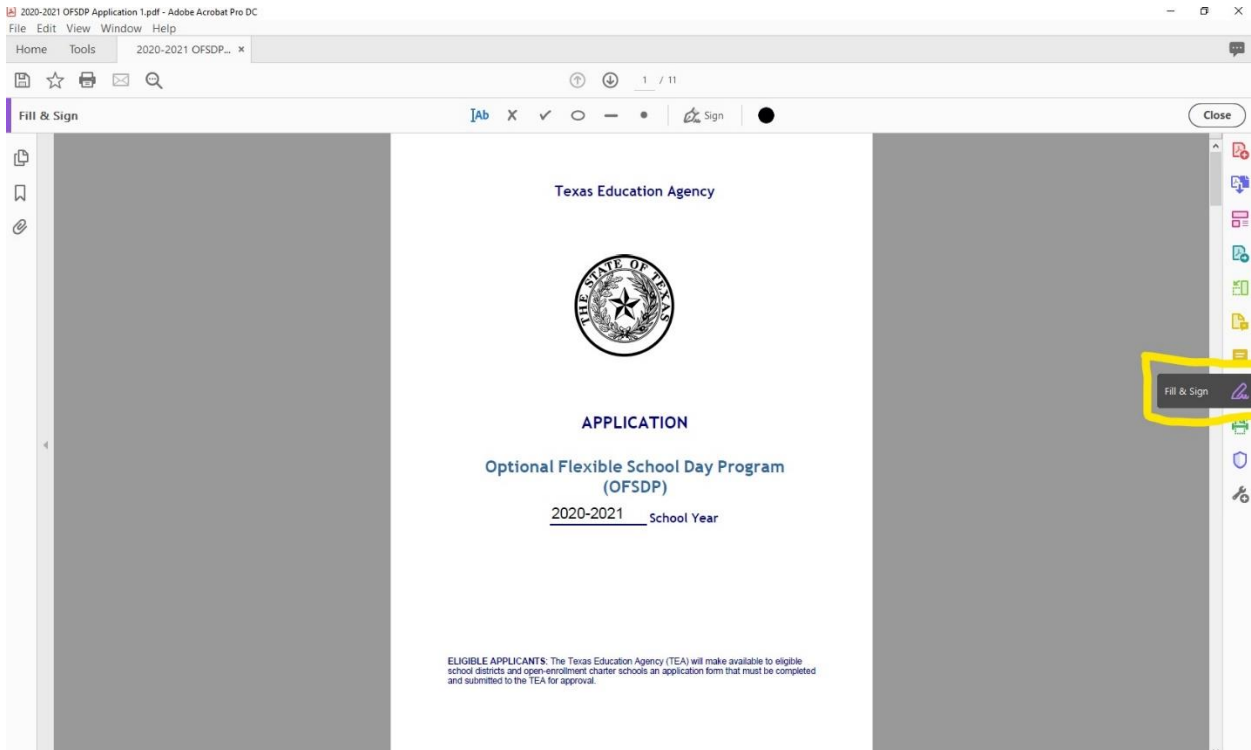# OFSDP Adobe Fill & Sign Instructions

1) Click the application link and download the file. Save file to your local drive.

2) Open **Adobe Acrobat Pro DC**, under **File** select **Open** and locate the saved document. On the right side there are a multitude of tools to choose from. Click the one labeled **"Fill & Sign".**

3) Hover over any line needing to be filled out and click on it. The line will create the text box you see below to allow you to type in.

4) For any lines that require signatures, the appropriate signee can choose the "Add Signature" button to sign it through Adobe.
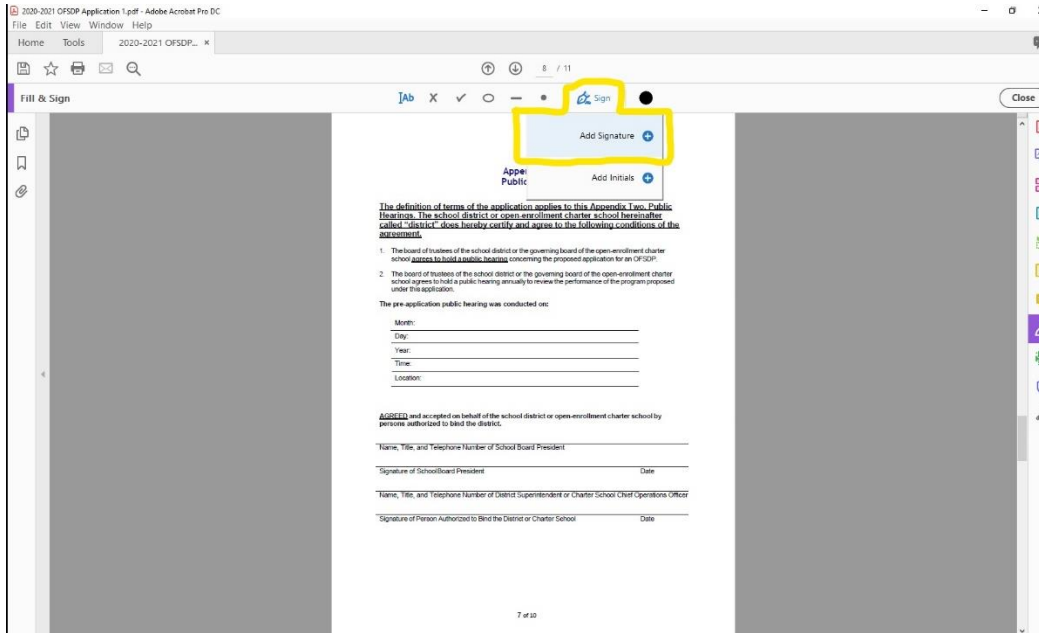
5) Click "Draw" to manually sign. Once completed click "Apply".
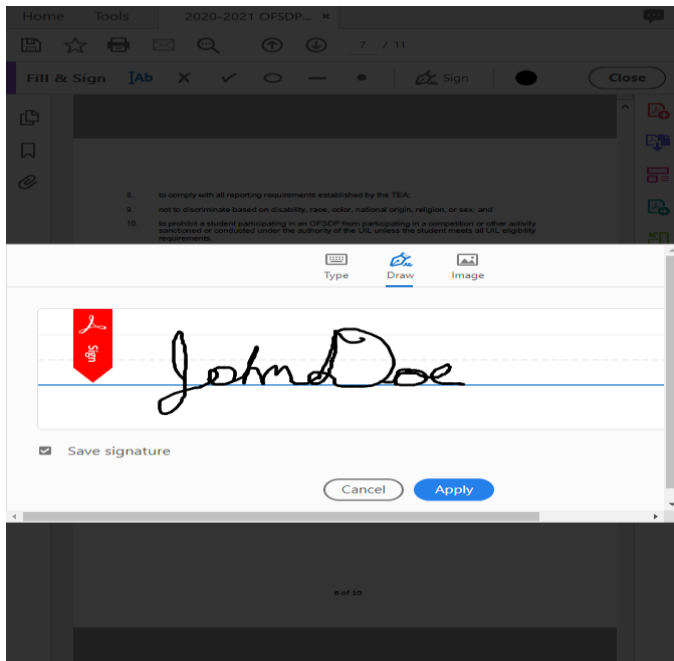
6) Once the document is fully complete, please email it to opflex@tea.texas.gov