


How to digitally fill in and sign our PDF Account Form

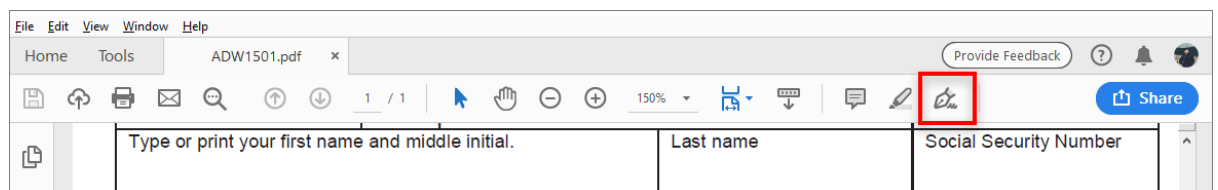
The following is split between editing the form on a computer and on a phone (iPhone and Android).

In all cases, email the filled in form to crm@Flightlg.com

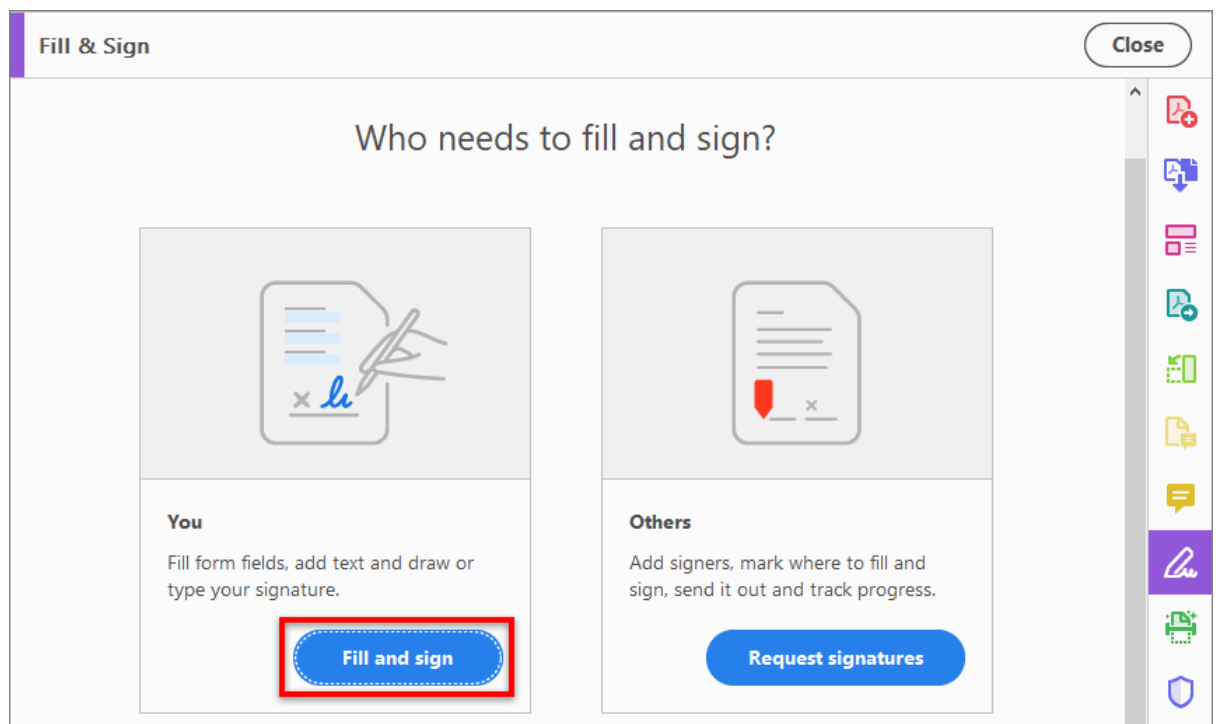
Steps to fill and sign the account form:


ON A COMPUTER:

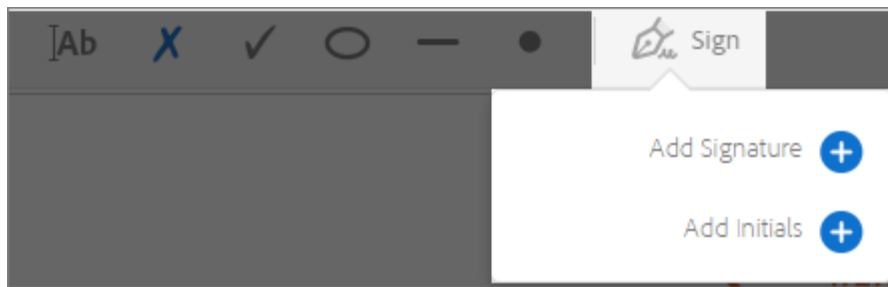
1. Download the pdf to your device, then open it up in Adobe Reader
2. To fill in the boxes simply click on the box and type your information in.
3. To Sign the form in the box provided, follow the following guide:
 1. Click the Sign icon  in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane.



2. The Fill & Sign tool is displayed. Click **Fill and Sign**.



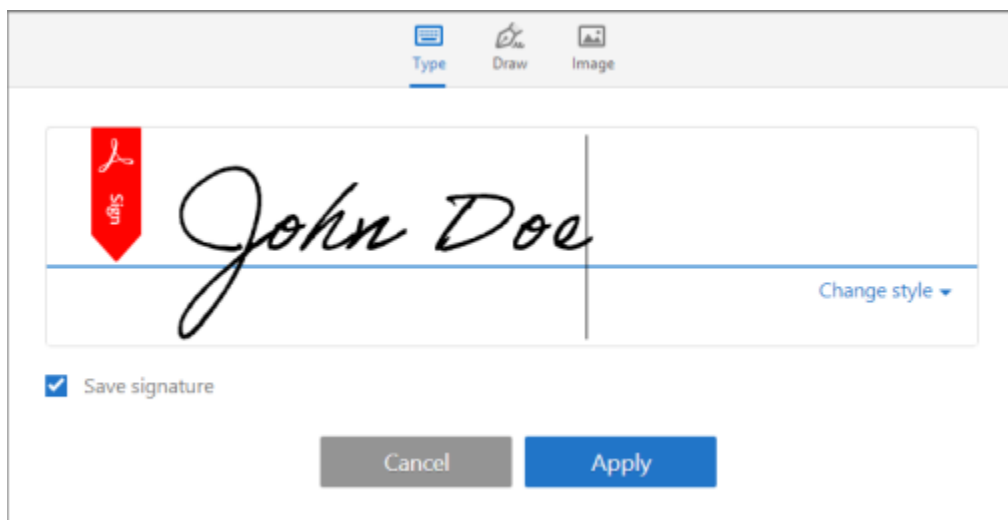
3. Hover the mouse to display the detected text field. Click the Sign icon  in the toolbar, and then choose to add your signature.



If you have already added signatures or initials, they are displayed as options to choose from.

4. If you've already added your signature, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

- **Draw:** Draw your signature in the field.
- **Image:** Browse and select an image of your signature.
- **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

5. To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.

Note:

You can also capture a picture of your signature on mobile using Adobe Acrobat Reader mobile app and save it in Adobe Document Cloud so that it's synced and available for use across your desktop and other mobile devices.

ON A MOBILE PHONE:**iPhone & Android**

1. Download a PDF editor app.
2. Download the Account Form to the phone. Best to save to the Editor App folder if it offers it.
3. Simply log into the PDF editor service, open the file you want to sign using the app, select "Fill & Sign," draw your signature or upload a saved signature, and tap "Done." The document will now have your official signature and is ready to share.