


How to fill in Documents

- You need Adobe's free program on your device to open, write and sign the PDF documents. Follow this link to a free download: <https://get.adobe.com/dk/reader/otherversions/>
- If you already have Adobe Acrobat Reader, then just Download the documents. Make sure you open the documents in Adobe Acrobat Reader.
- Just click in the blue bars of the document and fill them in.
- When you are asked to sign a document, you must create your own signature in adobe. Click on the pen symbol in the top bar or the blue circle with a white pen on your mobile phone.



- Signature options show up. If you have one – use that one. If you do not have one, then you shoot a picture with your phone of your signature. Find that picture in the adobe program and put it in as your signature / initials. You can also draw your own signature, but the result is normally not very good
- When you are back in the document and you click on the signature symbol your new signature should show up. Click on it and click on the signature box/line.
- Use the size function on the signature box to find the right size for your signature
- **Before saving the document and sending it to me – please make sure that all your details are correct because you cannot change them after saving with the signature on it.**
- On PC save the document and attach it to an email and send it to me. On mobile phone  share a copy with me by writing my email address.
- Please put document Nr and your name on it. (for example, AAA-007 Chuck Norris)