



- 1) Select the application for your county and preferred language.
- 2) Enter your name and email address and then scroll up/down and select **Begin Signing**
- 3) Check the box "I agree to use electronic records and signatures." and click **CONTINUE**
- 4) Tap the yellow arrow to sign and create a signature, Click **ADOPT AND SIGN**
- 5) **Fill in every box that has a red border. If the questions do not apply to you, enter n/a.**
- 6) You must click on the icon, (like the one below) to add a photo of the person being enrolled:



If you see a white screen, scroll up/down until you see **UPLOAD A FILE**. You may either upload a photo or take one. Then, scroll up/down and click **DONE**.

- 7) Complete the remaining questions. and then click on the yellow arrows to sign the form.
If you do not see the yellow arrow to sign the form, click NEXT to be taken back to any question that was not completed.
- 8) When you have completed all the questions, select **NEXT** again.
** You may have to zoom out to see NEXT
- 9) Click on **FINISH**. Select one of the following: **Download | Print | Close**