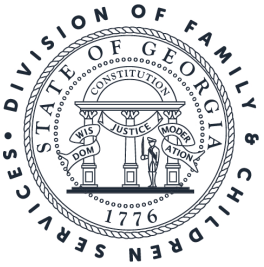
GEORGIA DIVISION OF FAMILY & CHILDREN SERVICES

Instructions for signing Caregiver Forms in Adobe Acrobat



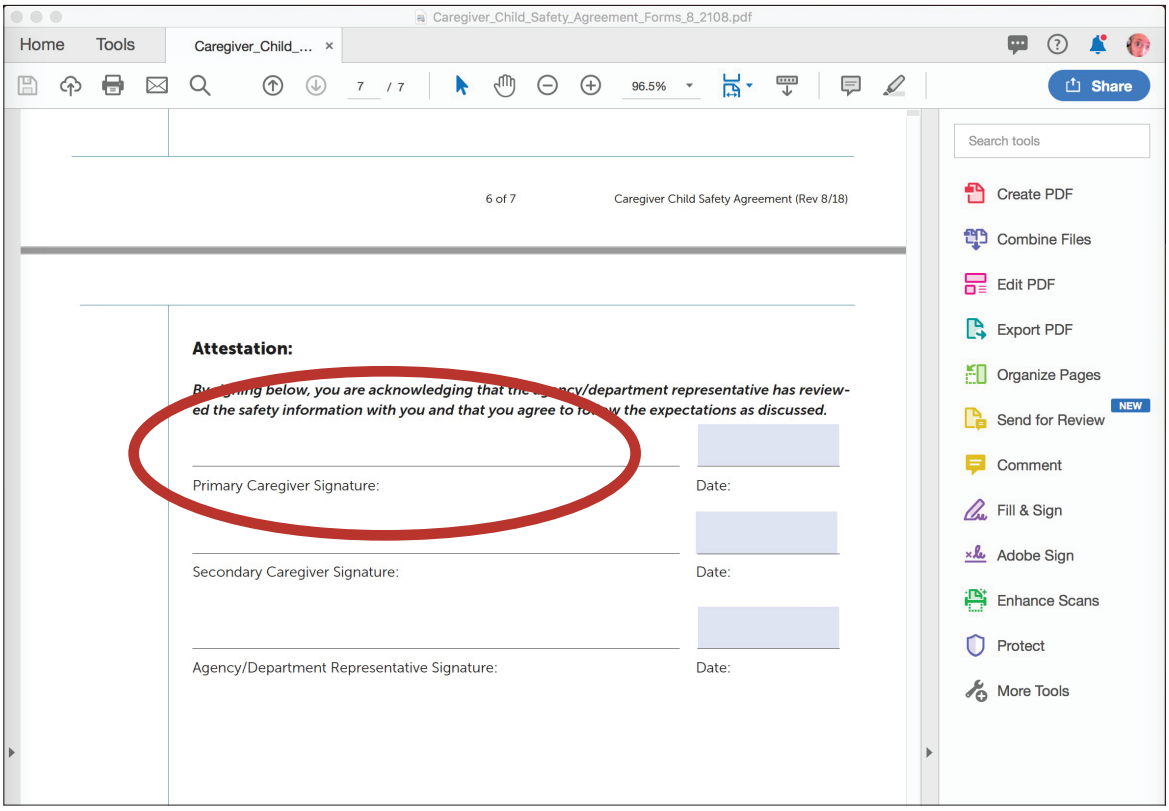
Important information to know before signing the DFCS forms

Before you sign any of the DFCS forms, here are some important things to be aware of:

- You'll need to have Adobe Acrobat on your computer to complete and sign these forms. Adobe Acrobat is a free program, and you can download a copy of it for your computer here.
- Please be careful when filling out these forms, making sure you have the correct information handy. Including incorrect information can delay the process.
- Be sure to fill in all the blue fields you have information for. Leaving out information may cause further delays in the process.
- Once you've filled out the forms, signed, and saved them, the information in the individual documents cannot be changed or modified in any way.
- If you find an error after you've signed and saved the document, you'd have to go back to the original document and start over.
- Once you've signed the document, it's important to rename the form with your name. Instructions for how to do that are in this guide.

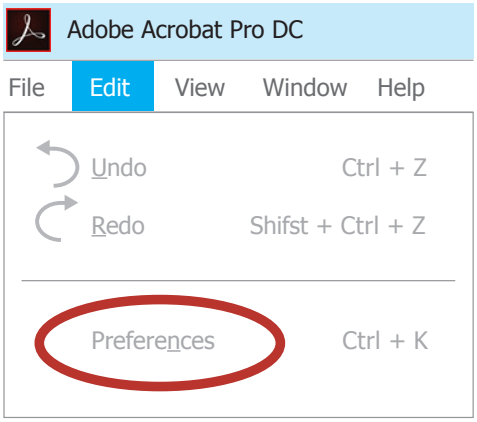
Instructions for signing DFCS forms

Fill out the form in its entirety, and when you get to the page that requires your signature...



Under the "Edit" dropdown menu, or "Acrobat Pro DC" dropdown menu, go to "Preferences"

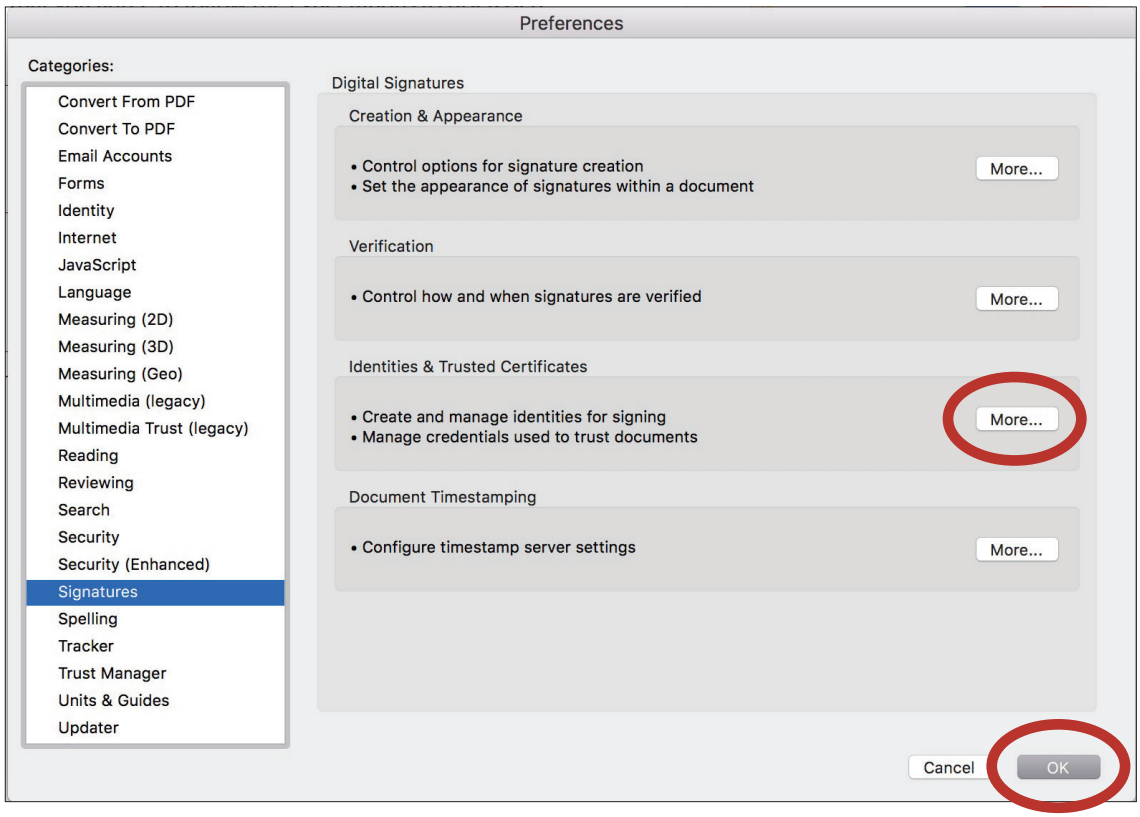
On a PC:



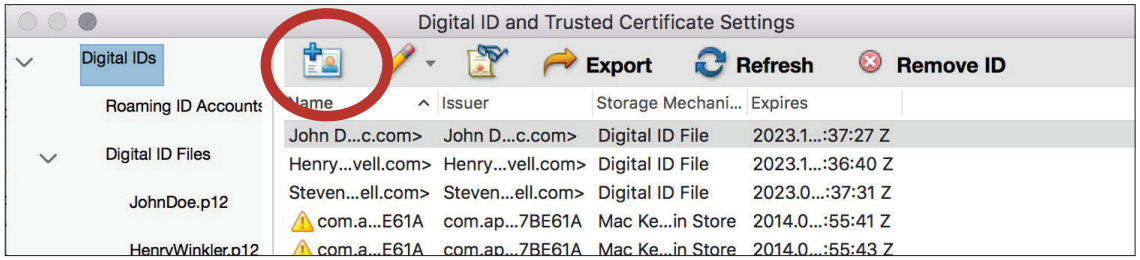
On a Mac:

Instructions for signing DFCS forms

In the Preferences window, scroll to "SIgnatures" in the left column and click.
Then click the "More" button under "Identities & Trusted Certificates"
Click the "OK" button

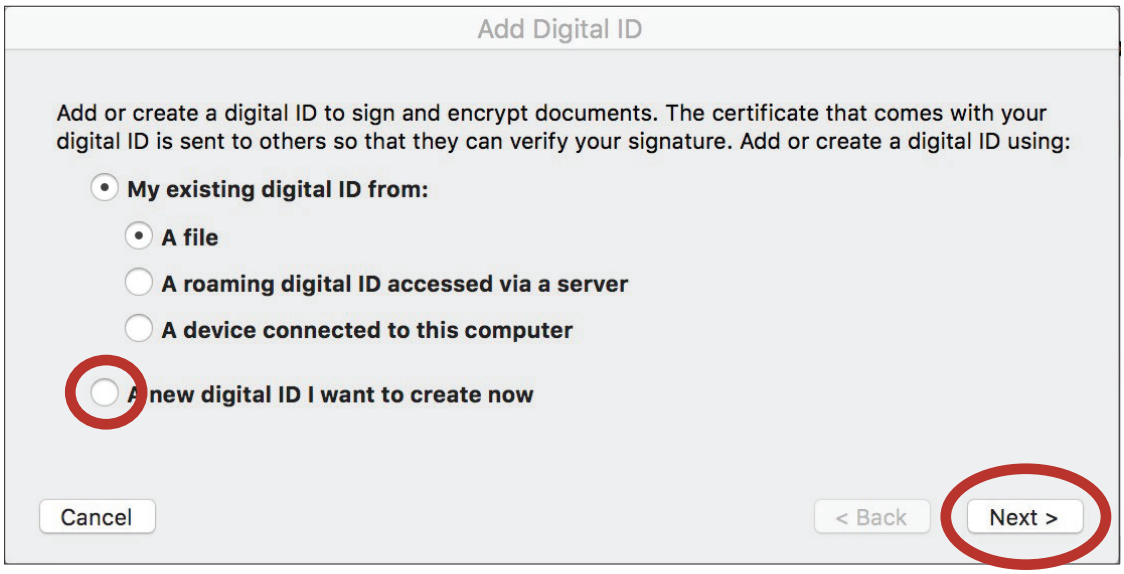


Click the "Name" icon

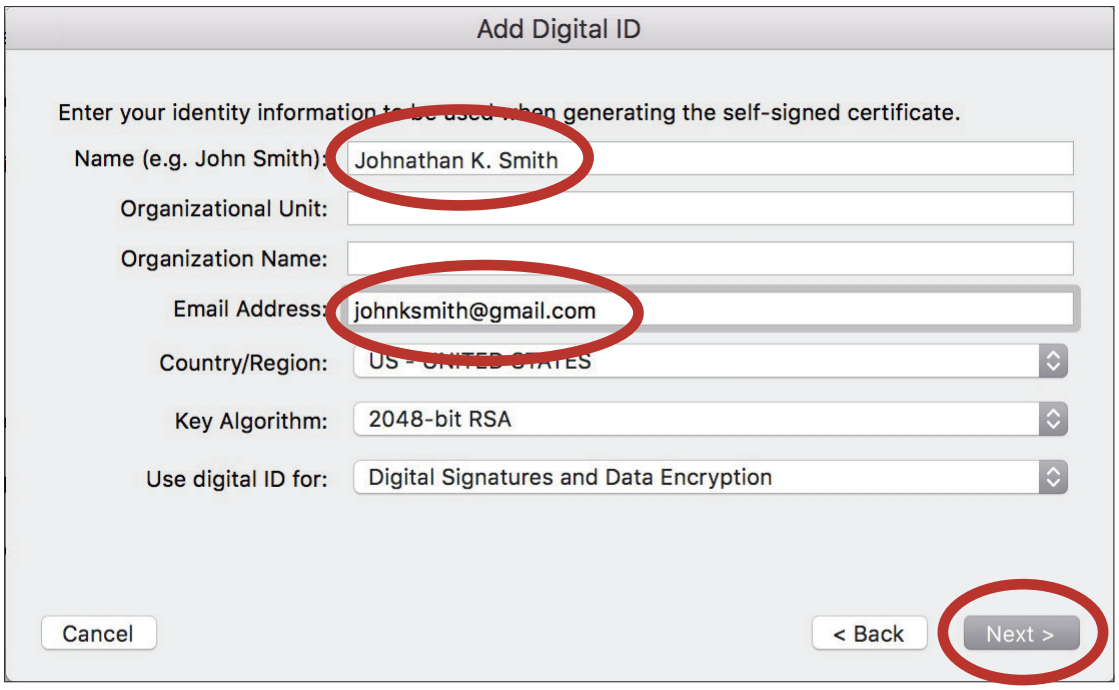


Instructions for signing DFCS forms

Click the radio button for "A new digitial ID I want to create now" then click the "Next" button

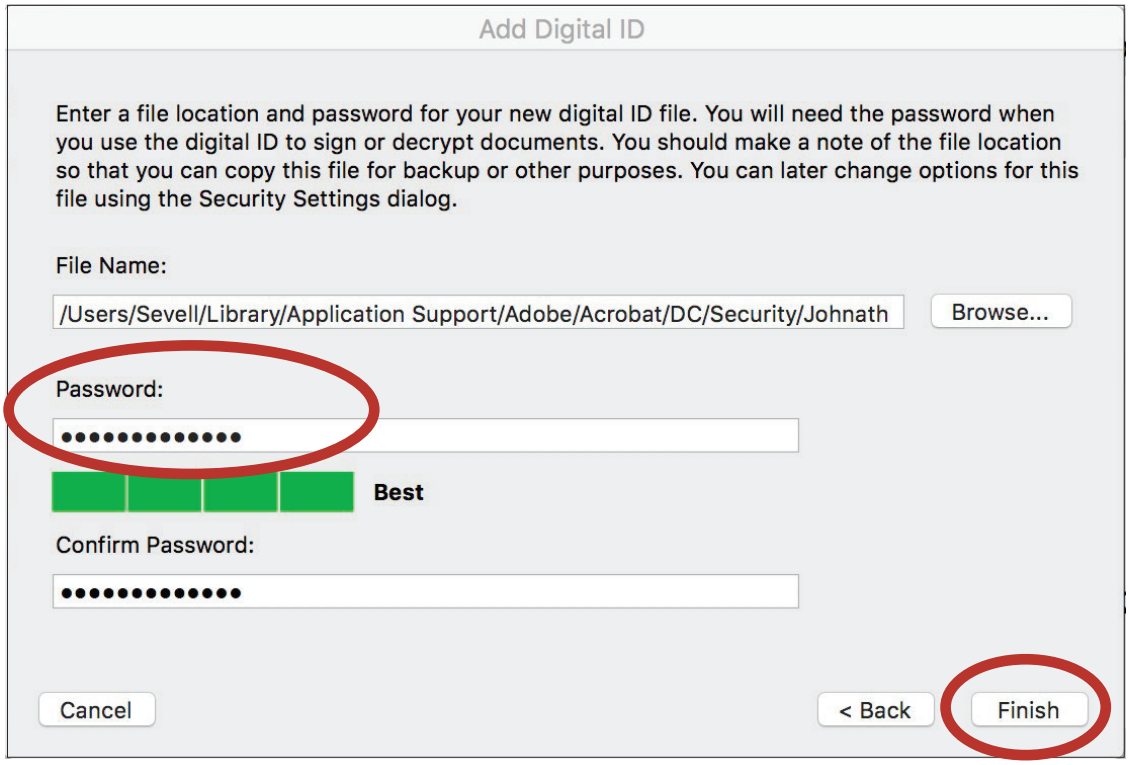


Fill in the "Name" and "Email Address" fields. Click the "Next" button

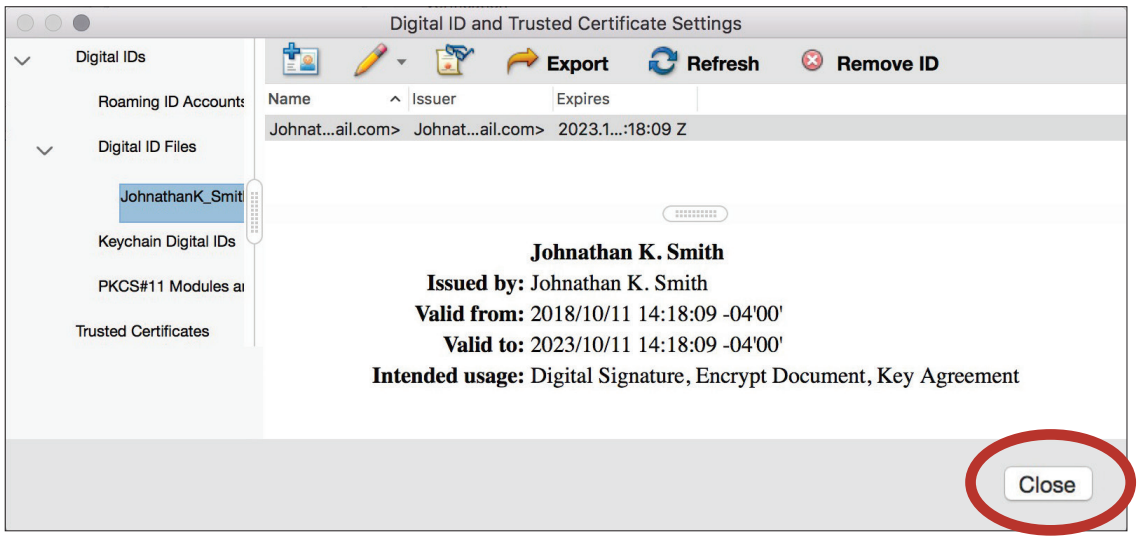


Instructions for signing DFCS forms

Fill in a password of your choice in both fields. Keep a record of it, because you'll need it again shortly. Click the "Finish" button

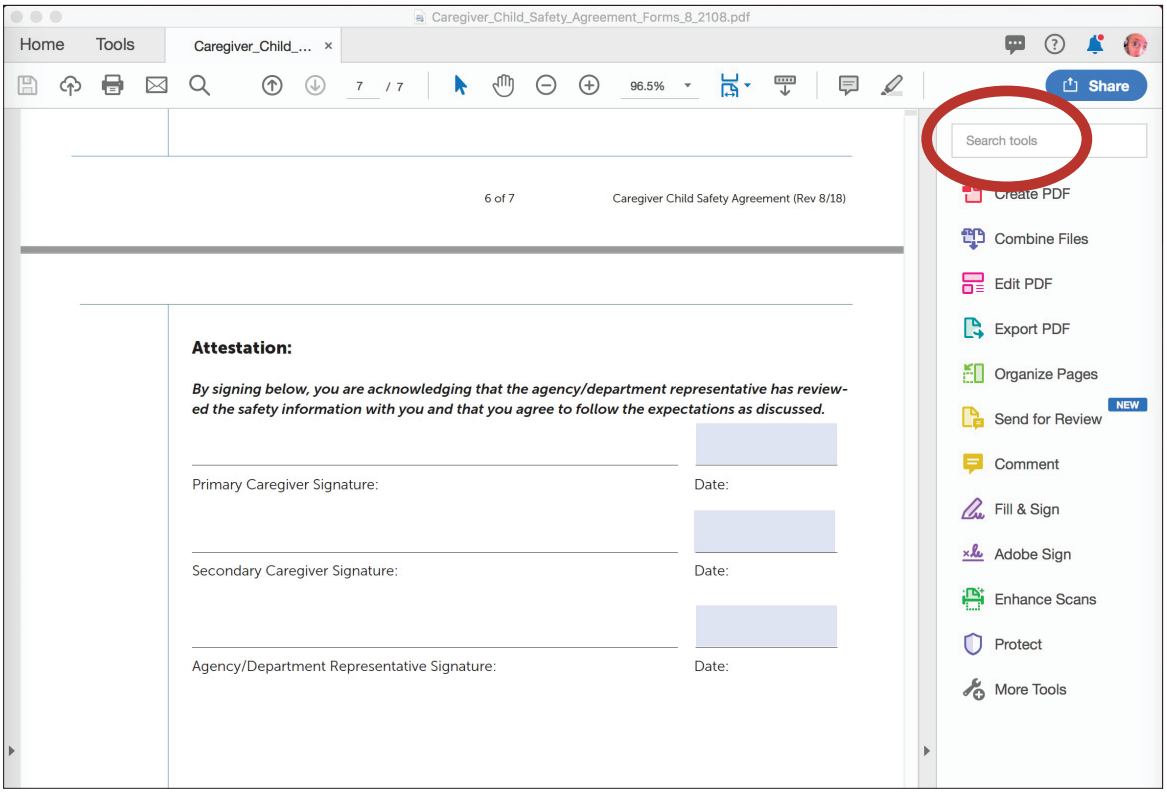


You'll see your name. Click the "Close" button

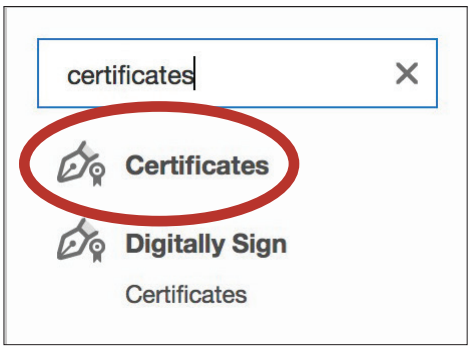


Instructions for signing DFCS forms

Click the "Certificates" link in the right column. If you don't see the word "Certificates"... Search for the word "Certificates" in the "search tools" field

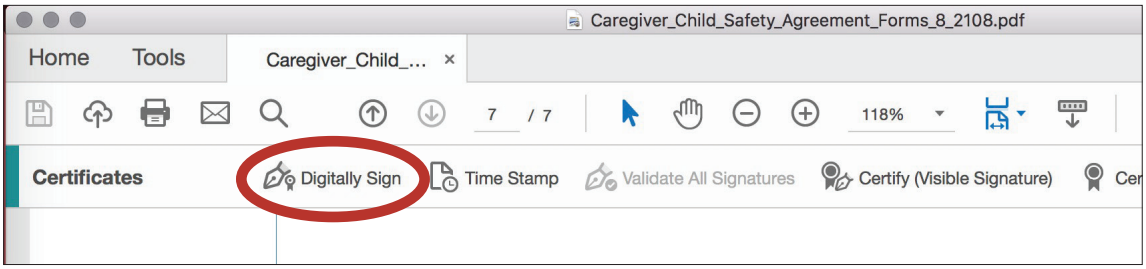


When you see the word "Certificates" appear below the "search tools" bar, click it.

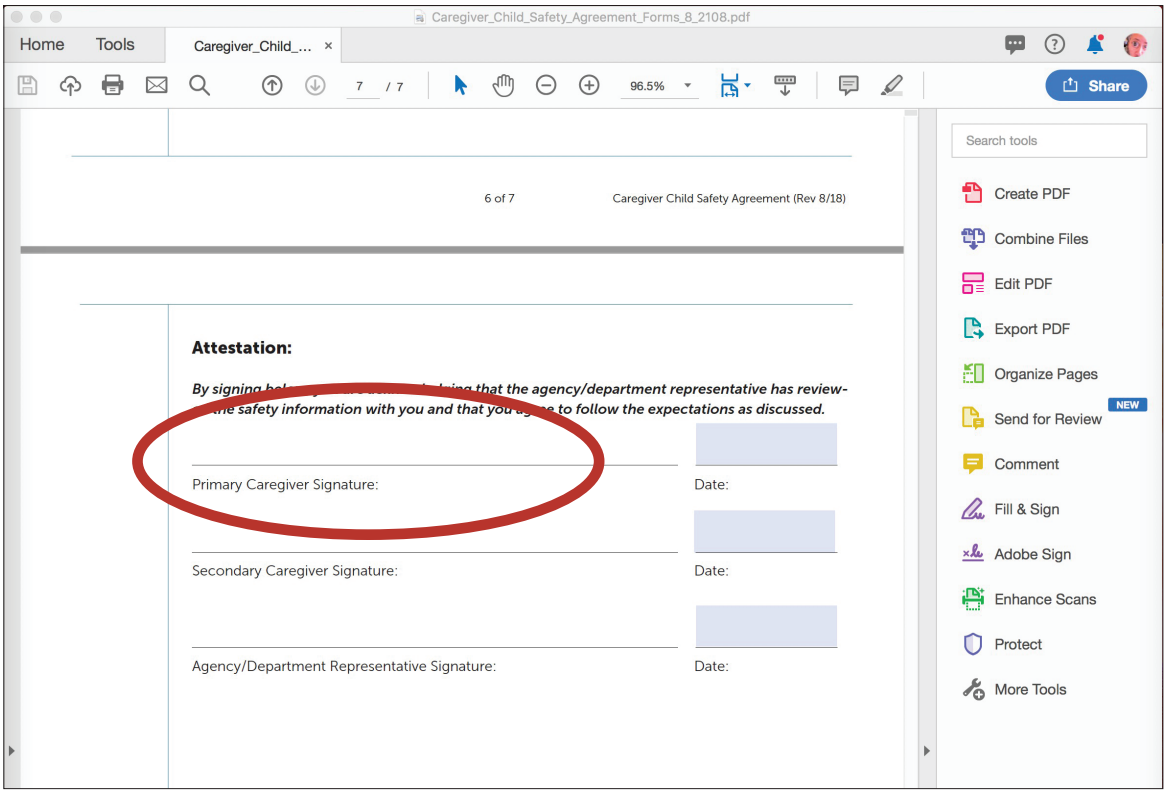


Instructions for signing DFCS forms

Click the "Digitally Sign" link

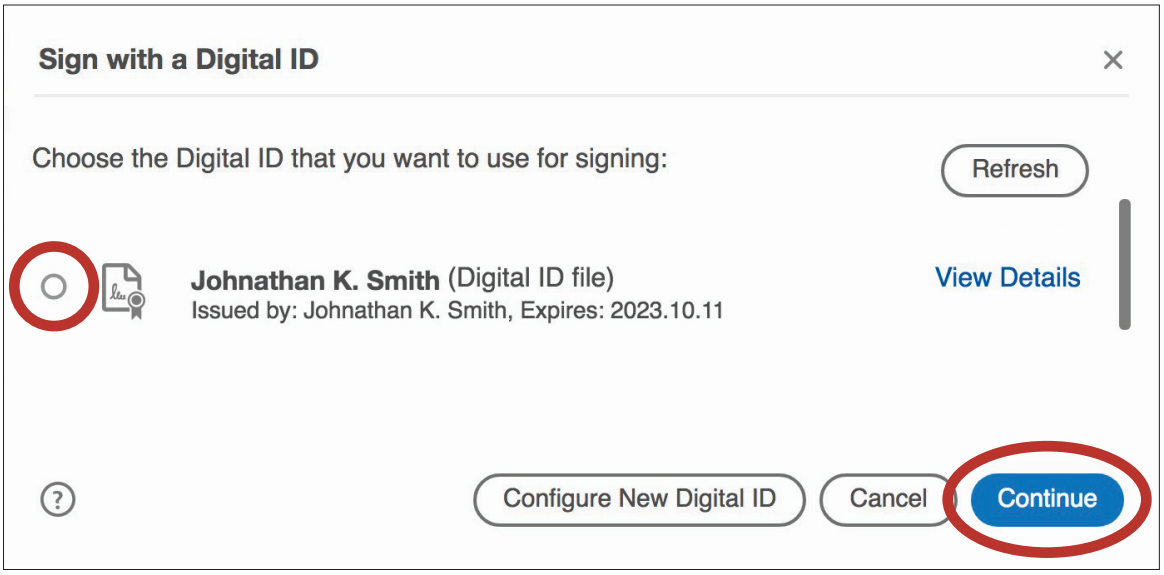


Click on the Signature line, and follow the prompts.

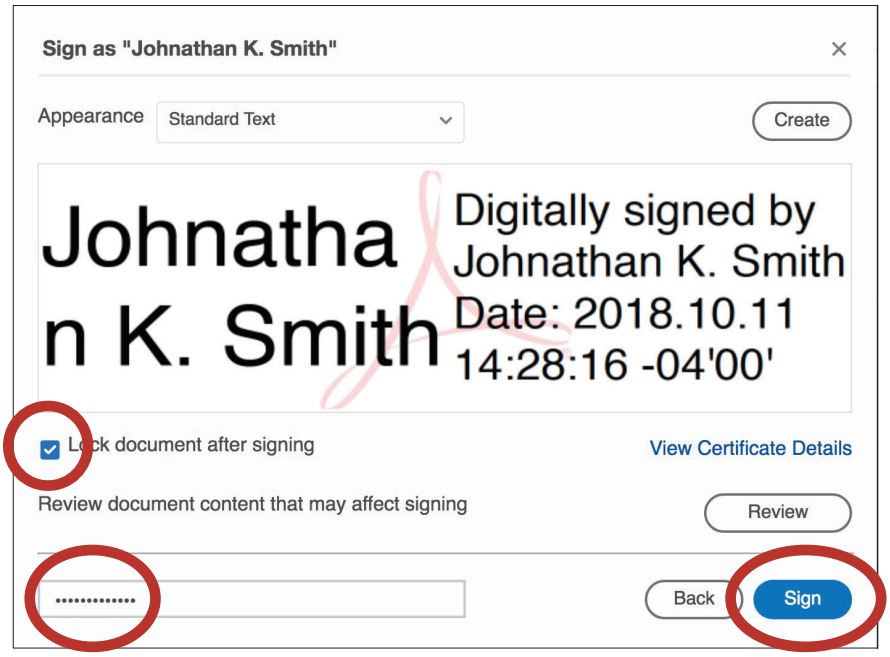


Instructions for signing DFCS forms

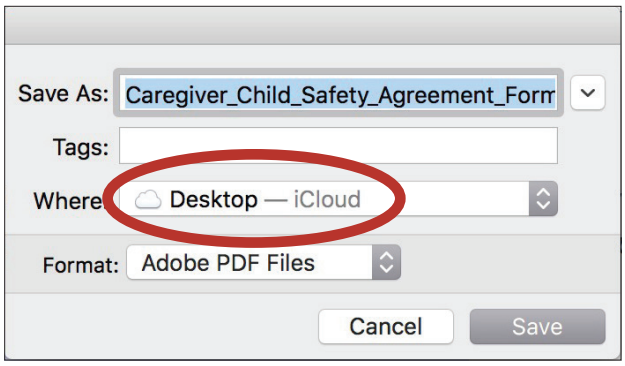
Click the button by your name. Click continue



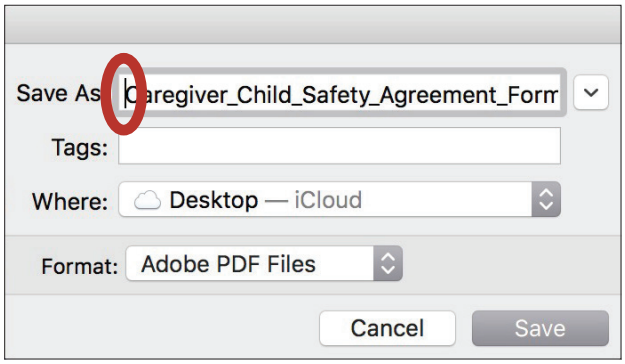
Click the "Lock document after signing" box, type in your password. Click the "Sign" button.



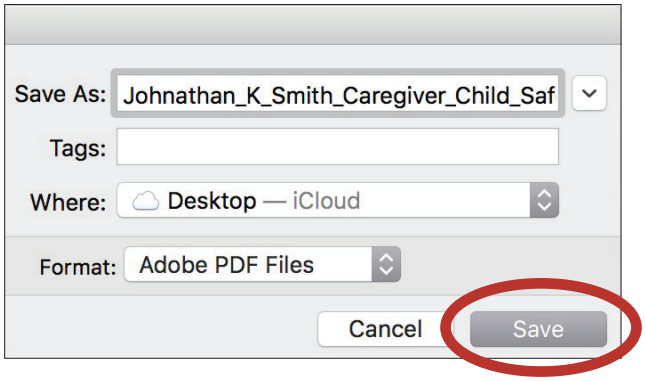
Instructions for signing DFCS forms



It's important to name the document correctly, so when this window pops up make sure you save it in a place, or in a folder, that you remember

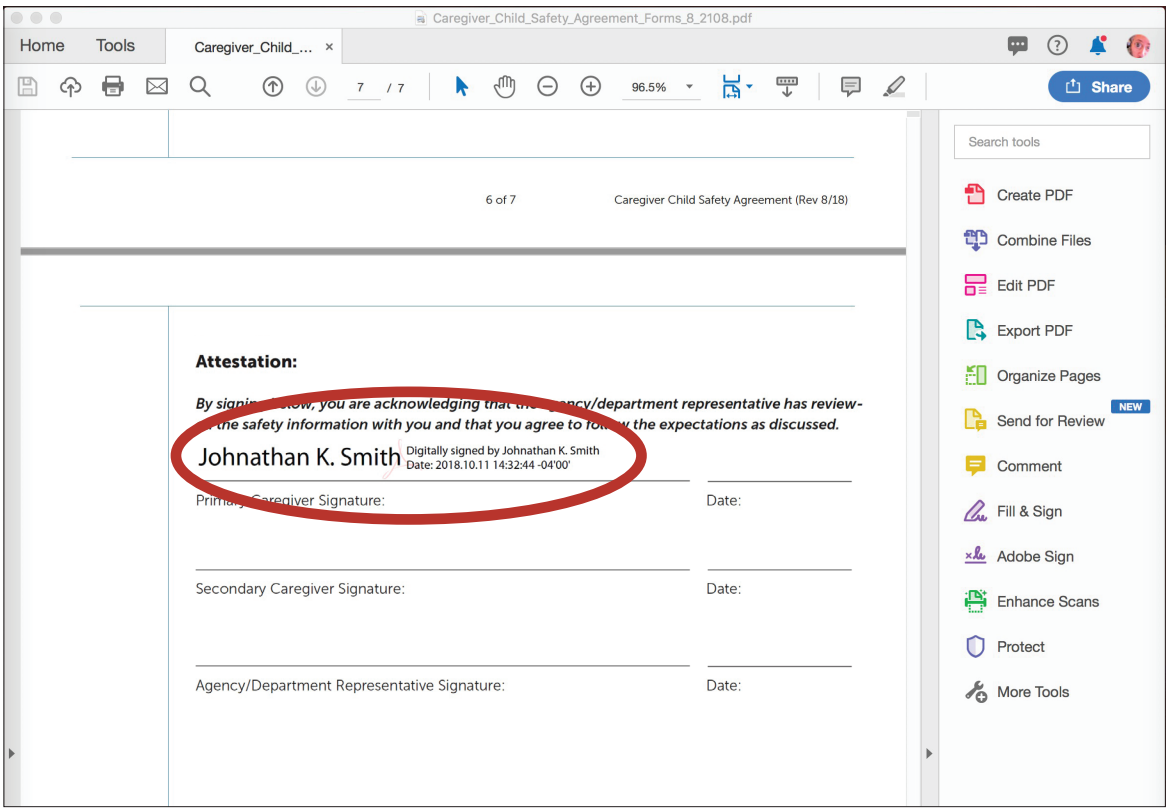


Put your cursor in from of the name of the form and click



Type your name in front of the name of the document and use underlines between names and initials. This assures your form will be associated with your name.

Click the "Save" button

Instructions for signing DFCS forms

The digital signature of your name will appear in the Signature section