






## Completing and Submitting the Trainee Education Agreement Electronically

1. Install Adobe Acrobat app on your smartphone / tablet
2. Open the Trainee Educational Agreement within the app on your smartphone/tablet
3. Tap the  icon, and select  Fill & Sign
4. Complete the required form fields
5. Tap the  icon and choose your signature (if you have already created one), or choose "Create Signature". Sign your name in the box provided, then tap "Done"
6. Reposition and resize your signature so that it is in the space provided for "Trainee's signature"
7. Tap  to exit the "Fill & Sign" view
8. Tap  and choose "Share File". You may get prompted to choose format – please ensure you choose "Share Original Document"
9. Choose the email app you wish to send from and then forward to the appropriate email address