

How to Complete and Sign Our Fillable PDF Forms

A guide for buyers completing fillable PDF documents

Our forms are sent as fillable PDF documents. Once you have completed all fields and signed the document, the form will lock automatically to protect the integrity of the information submitted.

This guide explains how to complete and sign our PDF forms using the most common PDF applications.

Important: Please ensure you complete all fields before signing. Once you sign and save the document, the fields will be locked, and no further changes can be made.

Step 1 — Complete the Form Fields

Open the PDF and click on each field to enter your information. Use the Tab key to move between fields.

- Click on a text field and begin typing to enter your details.
- For dropdown fields, click the arrow to select an option.
- For tick boxes or checkboxes, click to select.
- Ensure all required fields are completed before proceeding to sign.

Step 2 — Sign the Document

Once all fields are complete, locate the signature block at the end of the form and follow the steps for your PDF application below.

Option A: Adobe Acrobat Reader (Windows & Mac)

Adobe Acrobat Reader is the recommended application for completing our forms. You can download it free from [Adobe Acrobat Reader](#)

First-time setup — creating your signature:

1. Open the PDF in Adobe Acrobat Reader.
2. Click on the signature field at the bottom of the form.
3. If prompted to create a signature, select "Add Signature".
4. Choose your preferred method:
 - Type — enter your name and choose a style.
 - Draw — use your mouse, trackpad, or touchscreen to sign.
 - Image — upload a photo or scan of your handwritten signature.
5. Click "Apply" to insert your signature into the signature field.
6. Save the document using Ctrl + S (Windows) or Cmd + S (Mac).

Note: Once saved, the form fields will lock automatically. Please return the signed document to us as indicated – either via a platform upload or by email.

Option B: Preview (Mac only)

Mac users can use the built-in Preview application to sign PDF forms.

First-time setup — creating your signature:

1. Open the PDF in Preview.
2. Click the Markup toolbar icon (the pencil-tip icon near the top right of the window).
3. Click the Signature icon (it looks like a cursive signature) and select "Create Signature".
4. Choose your preferred method:
 - Trackpad — sign your name with your finger on the trackpad.
 - Camera — sign your name on white paper and hold it up to your Mac's camera.
 - iPhone or iPad — sign on your device screen if one is nearby.
5. Click "Done" to save your signature.

Inserting your signature:

6. Click the Signature icon again and select your saved signature.
7. The signature will appear on the page. Drag it into the signature field and resize it as needed.
8. Press Cmd + S to save the completed form.

Note: *Preview may not fully support the automatic field-locking feature. If you are unsure whether your form has locked correctly after signing in Preview, we recommend using Adobe Acrobat Reader instead.*

Option C: Microsoft Edge (Windows)

Microsoft Edge includes a built-in PDF viewer that supports basic form completion and signing.

1. Open the PDF in Microsoft Edge (right-click the file and select "Open with" > "Microsoft Edge").
2. Click on each field to complete the form.
3. Click the Draw tool in the PDF toolbar and draw your signature in the signature field.
4. Click the Save icon or press Ctrl + S to save the document.

Note: *The Edge PDF viewer has limited support for interactive PDF features. If the signature field does not respond as expected, please use Adobe Acrobat Reader instead.*

Alternative — Handwritten Completion and Wet Signature

If you are not able to complete or sign the form electronically, you may use the following alternative:

1. Download and print the form.
2. Complete all fields clearly by hand.
3. Sign the form using a handwritten (wet) signature in the signature block.
4. Scan the completed and signed form, or take a clear, legible photograph of it.
5. Return the scanned document to us as directed — either via the platform upload or by email, as indicated.

Note: *Please ensure that all handwritten information is legible and that the full document, including the signature block, is captured clearly in the scan or photograph.*

Step 3 — Return the Completed Form

Once you have signed and saved the document, please return it to us as indicated — either via platform upload or by email as a PDF attachment.

Please do not print and scan an electronically signed form, as this will remove the embedded signature data and any record of the document having been locked, making it impossible to verify the integrity of the electronic signature.

Troubleshooting

- Fields are greyed out or not clickable — ensure you are opening the document in a PDF application, not a web browser. Save the file to your device first, then open it.
- Signature field is not visible — scroll to the end of the document. The signature block is located on the last page.
- The document did not lock after signing — ensure you saved the file correctly after signing. If using Preview or Edge, consider switching to Adobe Acrobat Reader.
- I do not have any PDF software installed — download Adobe Acrobat Reader free from get.adobe.com/reader.