

Instructions to “Sign” FRQ Form

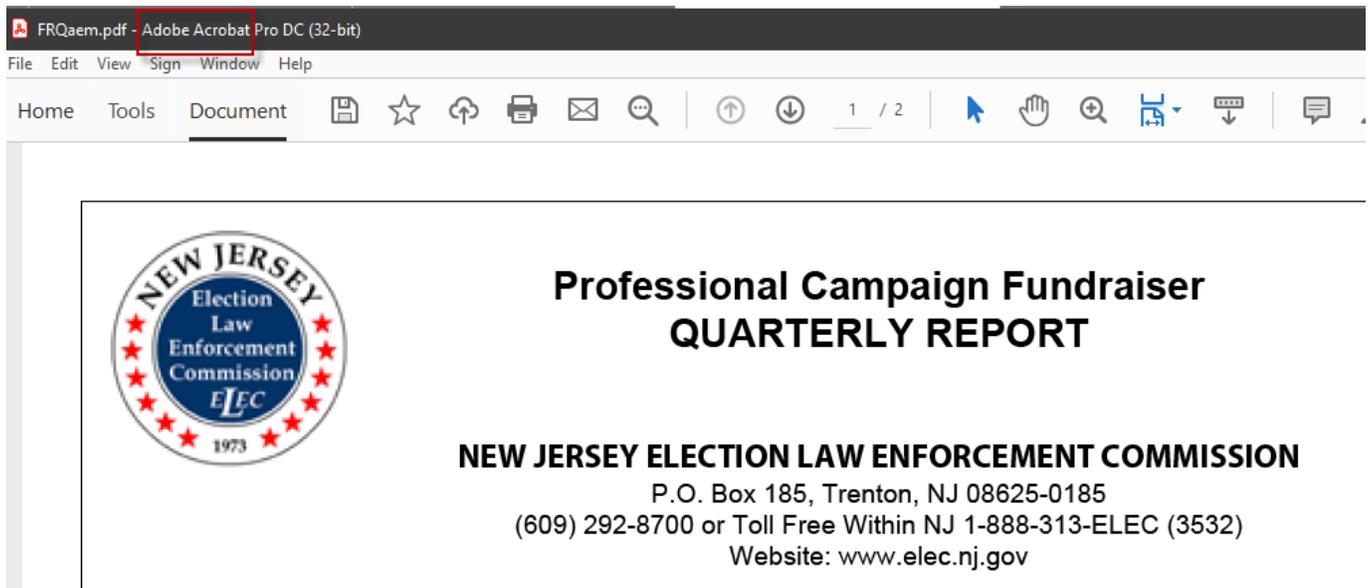
These forms are Adobe “AEM” (Adobe Experience Manager) Forms and as such can only be opened and properly used in Adobe Acrobat Pro or Adobe Acrobat Reader (free)

In order to “Sign” the form you will have to follow these steps:

Download the Form and save it to your computer Desktop or Documents folder.

DO NOT SAVE TO A NETWORK OR SHARED COMPUTER DRIVE

Open the form in Adobe Acrobat ONLY. Confirm this by viewing the text at the top of the form.



Enter the Registration and PIN number and click the “Verify...” Button.

Registration Number

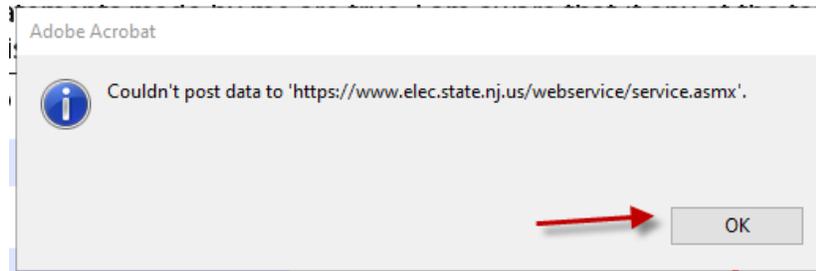
PIN

Date

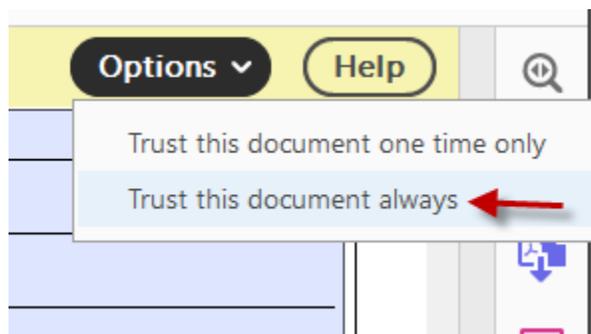
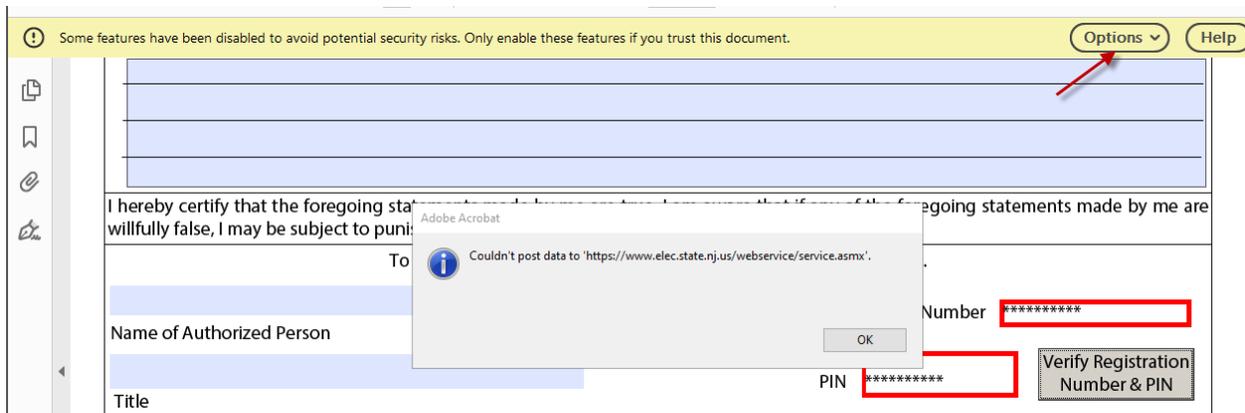
You may get a message asking to “Allow” this operation. Click “OK”

You may also get a message stating, “Couldn’t post data to...”

Click the “OK” Button

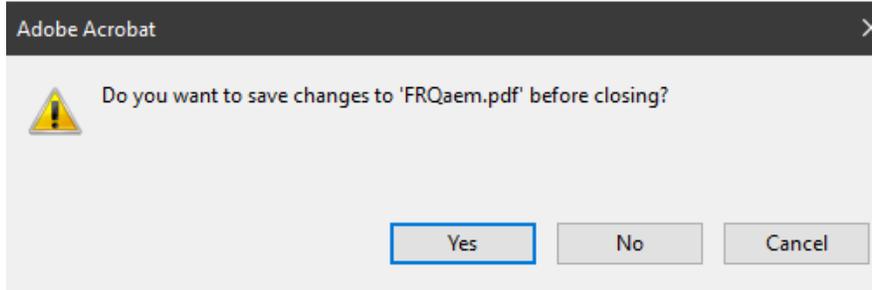


Click on the “Options” Arrow in the upper right of screen and select “Trust This Document Always”

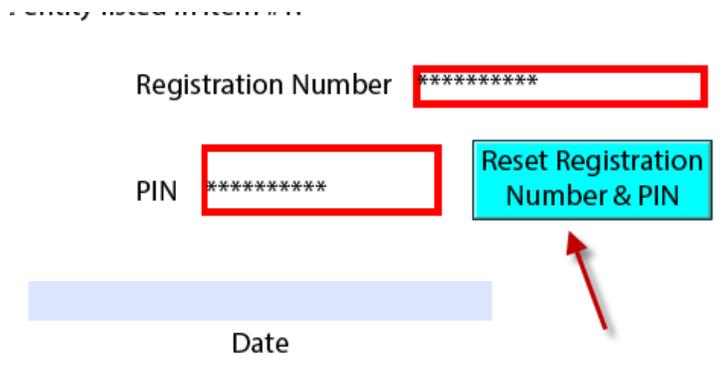


Click “Yes” to the “do you want to save changes ...”Message Box

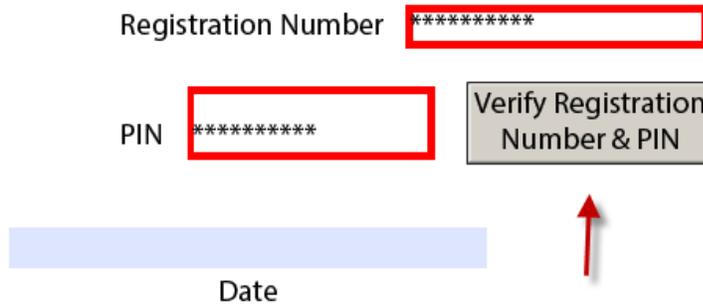
The form should Save and re-open.



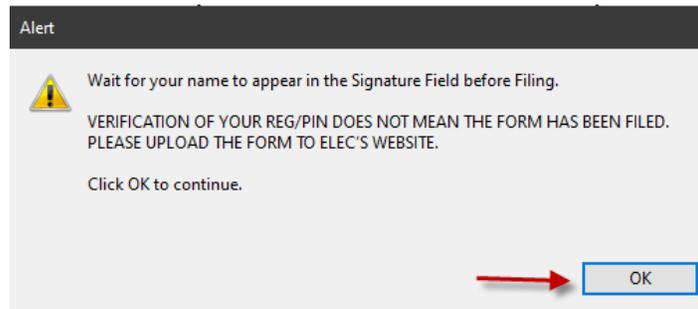
Now, click the “Reset...” button and re-enter the Registration and PIN information.

A screenshot of a registration form. It contains three input fields: "Registration Number" with a red border and asterisks, "PIN" with a red border and asterisks, and "Date" with a light blue background. To the right of the PIN field is a cyan button labeled "Reset Registration Number & PIN". A red arrow points to this button.

Click the “Verify...” Button.

A screenshot of a registration form, similar to the previous one. It contains three input fields: "Registration Number" with a red border and asterisks, "PIN" with a red border and asterisks, and "Date" with a light blue background. To the right of the PIN field is a grey button labeled "Verify Registration Number & PIN". A red arrow points to this button.

When the “Alert” Message Box Appears, Click “OK”



Your “Signature” Name will appear in the Signature Box

To be signed by an authorized person

Name of Authorized Person

Title

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Authorized Signature

** Your name must appear on the signature line **

If the “Signature” does not appear, try Resetting the Registration and PIN information again.

SAVE the Form, noting the name and location of the Form.

You may now proceed to the “File Form” link.