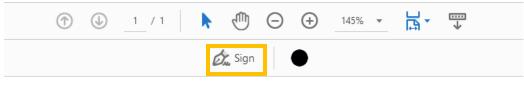
How to Complete an SHA Form on your Personal Device

From a computer

- 1. Download <u>Adobe Reader</u> for free.
 - a. Enter the following URL in Chrome: <u>https://get.adobe.com/reader/</u>
 - b. The download will include an extension for Chrome (Google's web browser).
- 2. Go to https://www.seattlehousing.org/housing-choice-vouchers/forms.
- 3. Click on the form you need to complete.
- 4. Download the form to your computer and open with Adobe Reader.
- 5. Choose to "Fill & Sign".

y residence (at least 51% of the time). All adults y, and, if s/he previously participated in a federally-			루 Comment	
ions must be approved in writing by your landlord			Combine Files	
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Last 4 digits of SSN			🔏 Redact	
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d Voucher-holder.			🔁 Compress PDF	
hone number			💪 Fill & Sign	
Datemm/dd/yyyy			Send for Review	
·			Create, edit and sign PDF	

- 6. Fill in the requested information to the best of your ability.
- 7. Be sure to add your signature where a signature is requested.
 - a. Click on "Sign" at the top of the form.



	Address	PC 19
ig Choice er Program	Telephone FAX TDD Website	

- b. Then click "Add Signature".
- c. Make sure "Draw" is selected. Then use your mouse to sign. Click "Apply" when done.

	Type Draw Image
San	
Save signature	
	Cancel Apply

- d. Click on the form to place your signature. Then drag to the appropriate signature line.
- e. Make sure to select today's date in the date field next to the signature line.
- f. If you need to add another household member's signature. Follow the same steps. When you click "Sign", you will first have to select the minus sign to remove a previously saved signature.
- 8. Click on the "Submit Form" button.
- 9. Follow any directions to choose your email client.
- 10. Send the email with your completed form attached.
- 11. The form will go to a monitored SHA email address. If you have any questions or concerns, contact your Certification Specialist.

From an iPhone

- 1. Go to your App Store and search for "Adobe Reader Free".
- 2. Download "Adobe Acrobat Reader for PDF"
- 3. Open the app and set-up your account
- 4. Open a web browser on your phone and go to <u>https://www.seattlehousing.org/housing-choice-vouchers/forms</u>.
- 5. Click on the form you need to complete.
- 6. Select to open in "Acrobat" and to "Fill and Sign"
- 7. Fill in the requested information to the best of your ability.
- 8. Be sure to add your signature where a signature is requested (see screen shots on the following page).
 - a. Click the "pen" symbol at the bottom of the screen.
 - b. Choose to create signature (or select a signature if you already have one saved).
 - i. With the "Draw" option selected, use your finger to sign the screen.
 - ii. Click "Done".
 - c. Then tap anywhere on the form to place the signature.
 - d. Drag to the signature line.
- 9. If multiple parties need to sign the form, click the "pen" symbol again and then the minus sign by the existing signature. Then choose to "Create Signature".
- 10. Click on the "Submit Form" button.
- 11. Your default email client will be selected automatically.
- 12. Send the email with your completed form attached.
- 13. The form will go to a monitored SHA email address. If you have any questions or concerns, contact your Certification Specialist.

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	Participant name Participa Type of income Employmen			Last 4 SSN	of O	
	Income means all amounts, m that, in addition to things like things such as panhandling, "t administered through the Divi someone buying groceries or p	wages and Social S inder the table" or "o sion of Child Suppo	Security, income a cash" jobs, blood ort, gifts, allowand	also includes. I plasma donatio	out is not limited in, child support	not
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	Participant name	Participant Name		Last 4 c SSN	0	
	Type of income	Country and		3314	-	
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