

If you are already not using **Adobe Acrobat Reader DC**, then:

1. Download **Adobe Acrobat Reader DC** for free. Go to <https://get.adobe.com/uk/reader/>
2. After you have installed **Adobe Acrobat Reader DC**, use it to open our application form.
3. On the **Sign** menu, click **Fill & Sign**.
4. In the **Fill & Sign** toolbar,

- Click Add Text  and move to a field to start typing text.

- Click the check mark  and move to a check box to apply the check mark.

- Click the cross mark  and move to a check box to cross it.

5. After you have completed your form, save the file.

6. Attach it in your email to events@acfe-sg.com, with subject "Membership Renewal" or "Membership Application".

Alternatively, for more detailed instructions, go to <https://helpx.adobe.com/reader/using/fill-and-sign.html?mv=product>