**Note: These instructions are for people with a Google email account and a Windows computer. If you have a different email provider OR use Apple products, your screens may look different.**

1. Click on the link to the attachment on the email.
2. In the top right of the screen, find the “Download” icon. Click on it.
3. Find the Contract in the “Downloads” folder on your computer. Right-click the document and choose “Open with Adobe Acrobat Reader.”
4. On the far right of the toolbar, click on the button that looks like a pen.
5. Click on your signature (note: you may need to create your signature first. Click on this link for instructions on setting up your signature: <https://helpx.adobe.com/sign/using/create-electronic-signature.html>)
6. Scroll to the bottom of the document, then click on the highlighted area to paste your signature there. Then you can click on the line to type in the date
7. Click the “Save” icon in the top left of the document.
8. Choose where you want to save the document. Then add “Signed” to the end of the document name and click “Save.”
9. Return to the email where you received the contract. At the bottom of the email, click “Reply.”
10. Click the Paperclip button at the bottom of the email.
11. Choose your signed contract, then click “Open.”
12. Type any message in the body of the email, then click “Send.”