

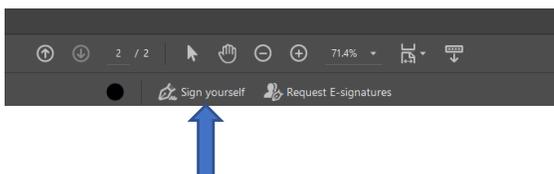
# Instructions for Using Fill & Sign in Adobe Reader

1. Download the [Military Service Questionnaire](#) (MSQ) and save it to your computer.
2. Find the saved MSQ on your computer and double click to open it.
  - a. Must be opened with Adobe Acrobat Reader for electronic signature ability.
3. Make sure that your form looks identical to the example below.

4. Click the fill & sign icon from the menu on the right side of the screen.



5. Click "Sign yourself" near the top middle of the screen.



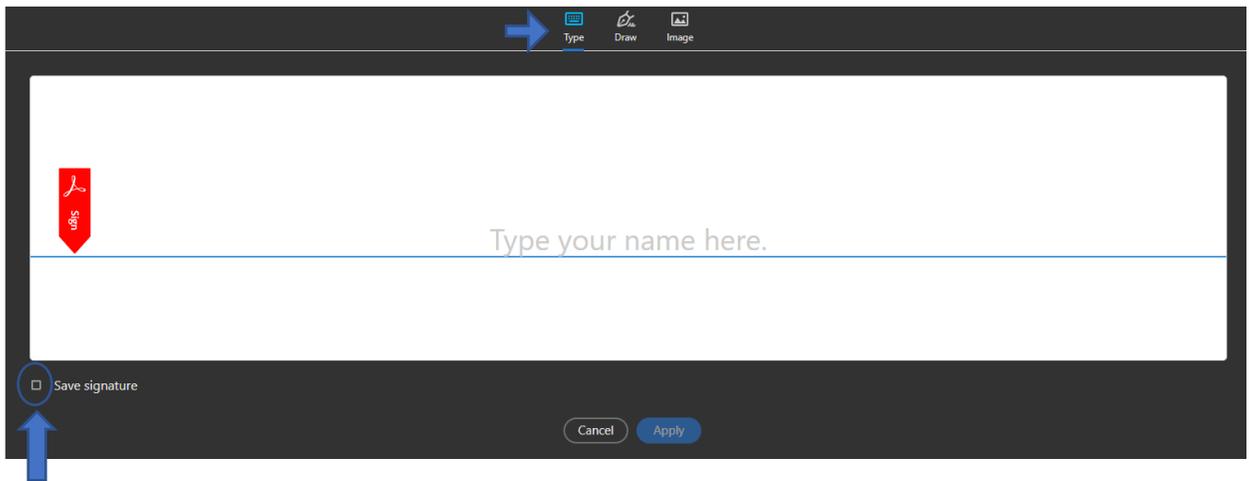
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6. Click "Add Signature".



7. Select "Type" and enter the customer's name on the signature line.



**Note:** Ensure the "Save signature" box is unchecked. If it is checked, new signatures will not be allowed for subsequent customers.

8. After the customer's name is entered, click "Apply" and drag it to the signature line.



9. Then enter the date on form.

10. Save the signed MSQ to your computer for uploading to the Attachments Tab in the customer's OSOS record. Recommendation: Save it as MSQ- [insert customer's name].