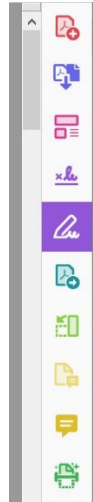




Declaration of Commitment Fill & Sign Instructions

1. Open the Declaration of Commitment PDF document in Adobe Acrobat or Reader.
2. Click the “Fill & Sign” icon (highlighted purple in the image below) in the right pane. Alternatively, you can choose Tools > Fill & Sign.



3. Write in your responses on the first half of page one.
 - a. The form fields are detected automatically. Hover the mouse over a field to display a blue box. Click anywhere in the blue box, the cursor will be placed at the right position automatically. Type your text to fill the field.
4. Fill in the bubbles on the second half of page one.
 - a. The form fields are detected automatically. Hover the mouse over an empty bubble to display a small dark circle. Click anywhere in the bubble and it will be filled in.
5. On the second page, you will be asked to place a check mark next to any organizations you wish to support through a legacy commitment. Select the check mark icon (highlighted in the image below) in the Fill & Sign toolbar at the top of your page and click on the ___ next to the organizations you wish to support.



6. Fill in one of the final two bubbles on page two to indicate whether you would prefer to be recognized or remain anonymous. If you would prefer to be recognized, please indicate how you would like to be listed.
7. To sign the document, click on the “sign yourself” icon in the top toolbar (highlighted in the image below).



8. A box will come up with the option to “Add Signature” or “Add Initials” – select “Add Signature.
9. Type or draw your signature. Then click on the “apply” button.
10. Your signature should now appear on the document. Drag it to the line above “Signature of Donor.”
11. Once you have fully filled out and signed the document, click on the “send file by email” icon in the top toolbar (highlighted in the image below). You may either email the document to your contact at one of the organizations you are supporting through a legacy gift or to afink@rcfdenver.org.

