Print Your Agreement

If you need to print your agreement, you can do so either before you complete and sign it or after you have completed or signed it.

Printing the Agreement Before Signing

1. When you receive the agreement email, click **Start Signing**. Note that you do *not* have to sign when you click this button. The document opens.

   > **Note:** You may have to confirm your identity before proceeding.

2. In the bottom-right corner of your screen, click to download the agreement.

3. Once the agreement has downloaded, open it. If you have PDF software (such as Acrobat Reader), it should open in that software. If you do not, it will open in your default Internet browser.

4. Print the document with one of the following methods:

   - **PDF Software:** Click **File** and select **Print**. Confirm your printer settings, and click **Print**.

   - **Internet Browser:** Click your browser's menu (usually a series of three dots, vertical or horizontal), and select **Print**. Confirm your printer settings, and click **Print**.

   - **Keyboard Shortcut:** Type **Ctrl + P**, confirm your printer settings, and click **Print**.

Printing the Agreement After Signing

After you have completed and signed your agreement, you are prompted to download a copy or have a copy emailed to you. Note that the signed copy is always emailed to you, regardless of your decision. If you choose to download a copy, complete **Steps 3 & 4**, above, to print a completed copy.

> **Note:** If you are using Adobe Acrobat and the signature fields do not print when you

print the document, click the **Comments & Forms** drop-down menu in the Print dialog box, and select **Documents & Markups** or **Documents & Stamps**. This will include all signature fields on the printed document.