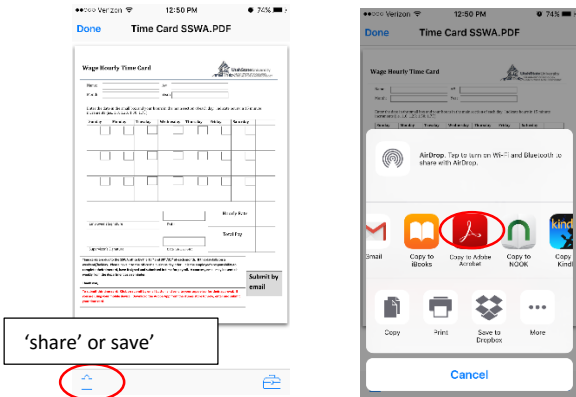


On your computer:

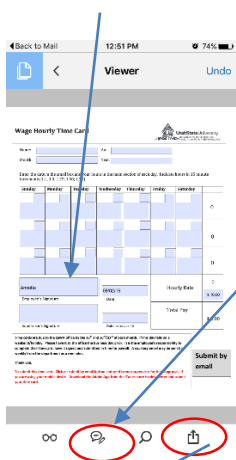
Open your email attachment and enter data using adobe reader. Click email button to send to your supervisor. If you have any issues entering data in the fields or using the submit by email button, you will need to change your browser settings. The browser is using its own default for viewing the pdf and not adobe. Please see attached.

On your mobile device:

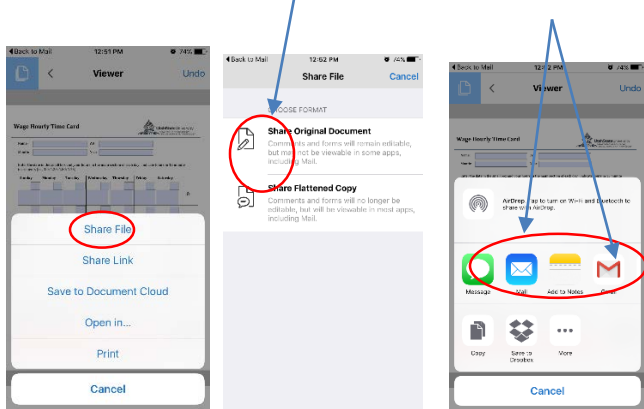
- Download the Adobe App from iTunes
- Open your email with the time card attachment
- Download the time card from your email onto your mobile
- 'share' or 'save' using adobe



Complete the fillable forms.
Sign by typing in your name or using the edit tool to sign.



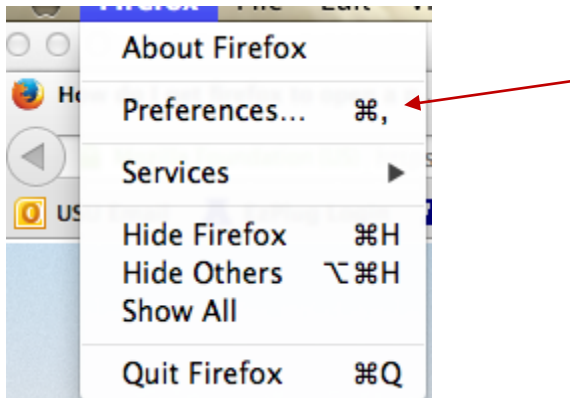
Share file, Share entire document, email to your supervisor



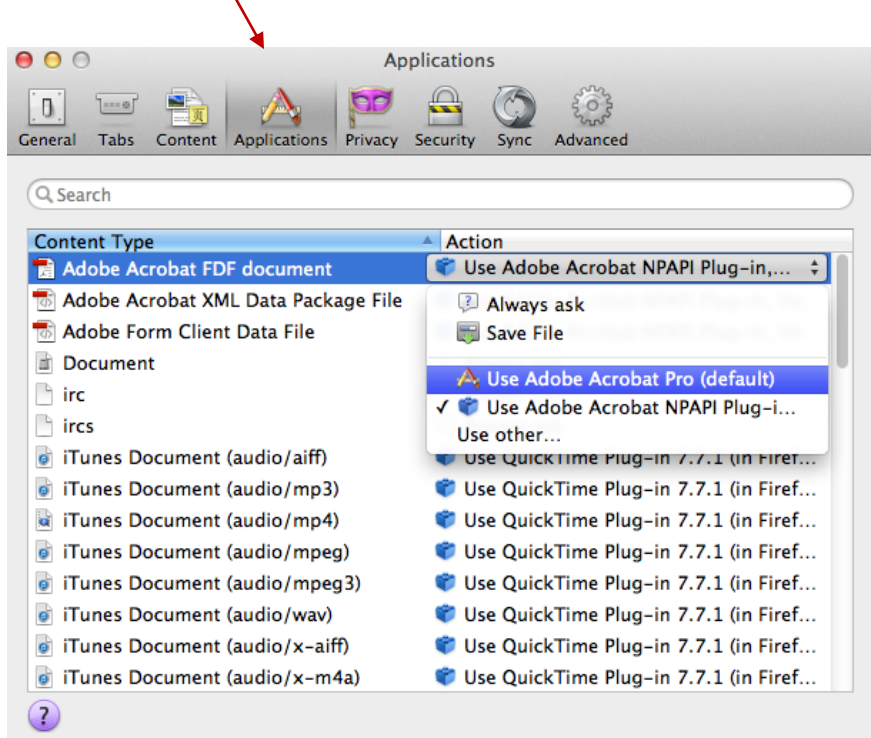
To set the default reader to Adobe in Firefox (for a Mac)

Open Firefox

Click on Firefox Preferences



Click on the 'Applications' tab of the new window.



Select 'Adobe Acrobat PDF document' under Content Type

Under 'Action' Expand the options for readers and select 'Use Adobe Acrobat'