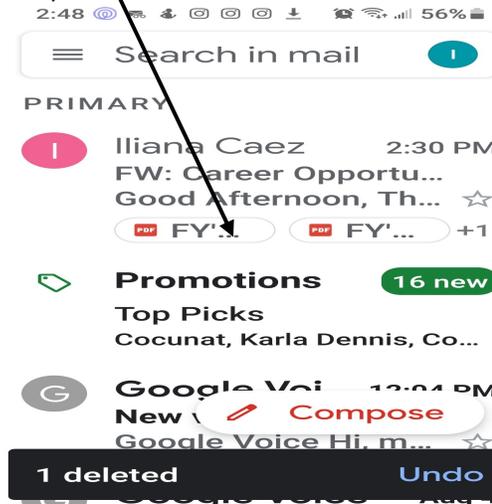


1. go to your APP Store and search for **XODO**  
Or if on a computer go to **xodo.com**  
and download



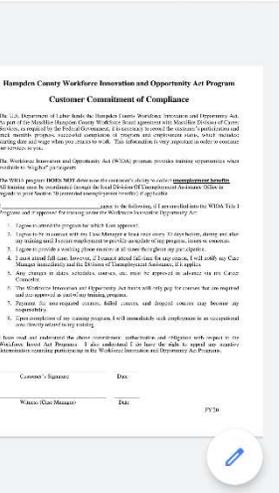
**Xodo PDF Reader & Editor**  
Xodo Technologies Inc.

2. Open email with attachments and click on document To open



2:33 59%

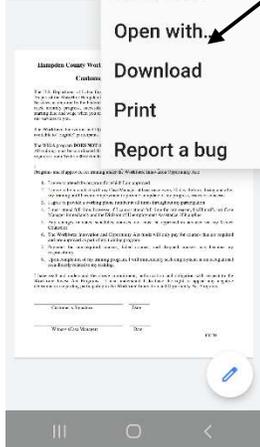
← FY'20 3- C...



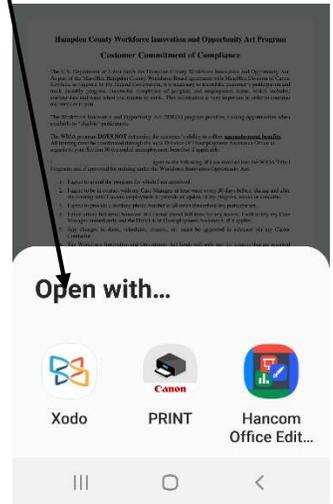
Click on the Ellipsis The 3 Little Dots

2:33 59%

← FY'20

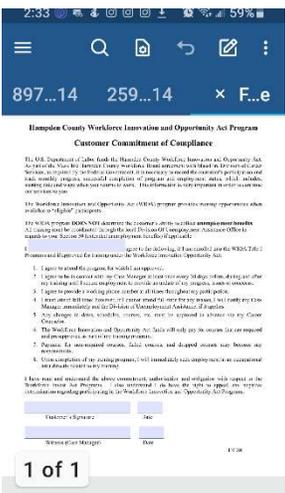


Select Open With



4.

3.



When you go to Fill in document you will be prompted to save a copy

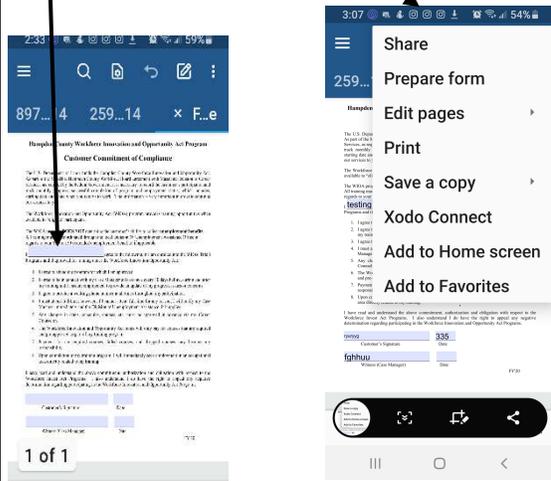


Click on Save a Copy Then Select



Fill in your information. You can Type your Signature put (COVID-19) next to it.

Then select **SHARE**



Click on your email service you use, then in the **To:** type email where you want to send

