In order to fill in and sign the Emergency Request for sick leave form you will need to perform the following steps.
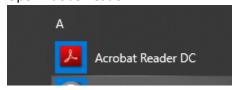
1. You will need Adobe Acrobat Reader or some other software which allows you to fill in the form and sign it electronically. If you don't have one you can get the reader from
    https://get.adobe.com/reader/
    You only need to download the reader. Make sure you uncheck the boxes for the addon's like MacAfee.
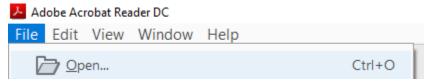
2. Once installed you can download the form from the Employee Information screen located at
    http://www.haartz.com/company/employee-information
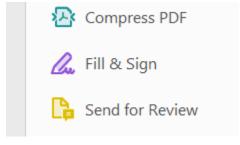   The form name is *Haartz Request for Emergency Paid Sick Leave*

3. Save the document to your local computer.

4. Open Adobe Reader
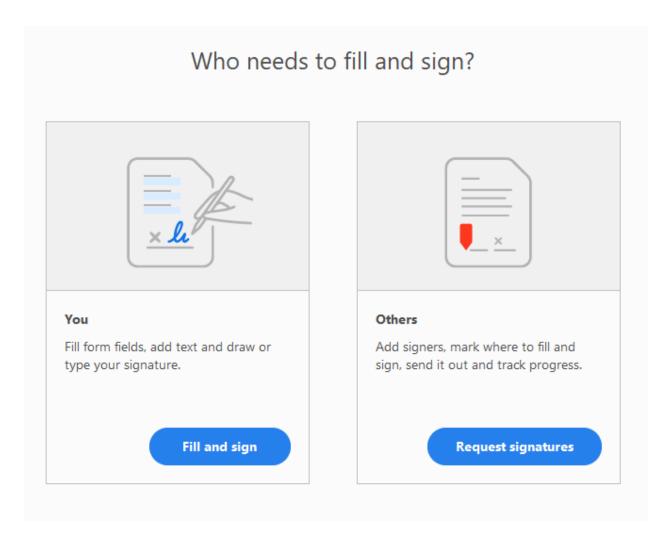

5. Click File then Click Open

6. Find the file you just downloaded or saved and open it.

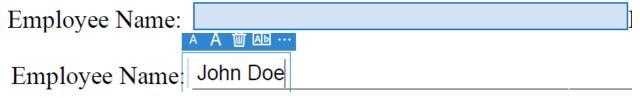7. Look on the right side of the screen and find the Fill and Sign Option.

8. When you click on the option you will be presented with the screen below.
    Please click the Fill and Sign Option.

Who needs to fill and sign?

You

Fill form fields, add text and draw or type your signature.

Fill and sign

Others

Add signers, mark where to fill and sign, send it out and track progress.

Request signatures

9. You now have a new menu bar at the top of your screen.

10. The Ab is for filling in the form. Just click on the field you would like to fill in and enter the required information.
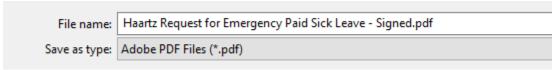
Employee Name:

Employee Name: John Doe

11. To Sign the form, click the Sign Function on the Menu Bar.

12. You will have the option to Type your Name, draw your signature or use an Image for your signature.

13. Drag and Drop you signature on to the page and enter the date you signed it.

14. Click the Save Icon at the top of the screen to save your changes. At this point you can either rename the document or save it over the original.

15. At this point you should have a fully filled in and signed document. Please forward the document to the appropriate person based on the instructions you were given.

Note: For Managers who only need to approve and date the form you can follow the same instructions listed above following step 1 and steps 4 through 15 to add your signature and date.