

1. Download the Adobe Acrobat app from the from the App Store and create a free Adobe account

- Link: <https://apps.apple.com/us/app/adobe-acrobat-reader-for-pdf/id469337564>
- You do not need a premium account to sign documents



dlr.sd.gov

ACKNOWLEDGEMENT

I \_\_\_\_\_ acknowledge that I have received the One-Stop Partner Program and  
(Please print your name on the line above)  
Services List in DLR WIGA Section 10 Form 3.1.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

DLR WIGA - Section 10 - Form 3.1 One-Stop Partner Programs REV 08/2018

ONE-STOP PARTNER PROGRAMS AND SERVICES

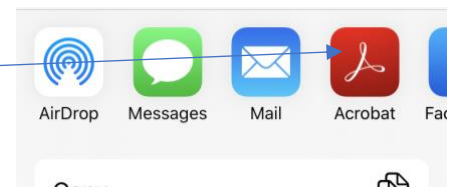
SERVICES AVAILABLE TO ALL JOB SEEKERS:	PARTICIPANT BENEFITS:
<input type="checkbox"/> Orientation to the One Stop system	Learn of the services available to you.
<input type="checkbox"/> WorkKeys Curriculum	Workplace Documents, Applied Math, and Graphic Literacy Skill Development
<input type="checkbox"/> Career Insite / My Next Move	Career Interest Assessment to fit interests and goals
<input type="checkbox"/> Top Dance Typing Test	Great to add to a resume or job application
<input type="checkbox"/> Reality Check	Get realistic about your financial lifestyle
<input type="checkbox"/> Job Applications	Obtain details, discuss appropriate answers, determine references, & review
<input type="checkbox"/> Resume writing assistance	Receive guidance in developing a resume
<input type="checkbox"/> Job Search	Access to over 15,000 job openings
<input type="checkbox"/> Job Development	Get connected to employer through an interview
<input type="checkbox"/> Job Referrals	Let hiring managers know your skills and that you are looking for employment
<input type="checkbox"/> Job Search Assistance Program (JSAP)	Learn topics to improve their job search
<input type="checkbox"/> Job Club	Receive assistance with your job search while learning strategies to increase your success
<input type="checkbox"/> Resource Room Booklets	Gain knowledge in various life skills.
<input type="checkbox"/> Tax Certification (WOTC)	Determine Eligibility for The Work Opportunity Tax Credit for Employers for Hiring Certain Groups
<input type="checkbox"/> Program Coordination	Review needs to determine appropriate program referrals
<input type="checkbox"/> Business Connections	The One Stop staff have valuable connections to businesses looking to hire
<input type="checkbox"/> Active Resource Coordination	Direct linkage to partners in the One Stop System that may offer what you need

Eligibility is required for the following services:

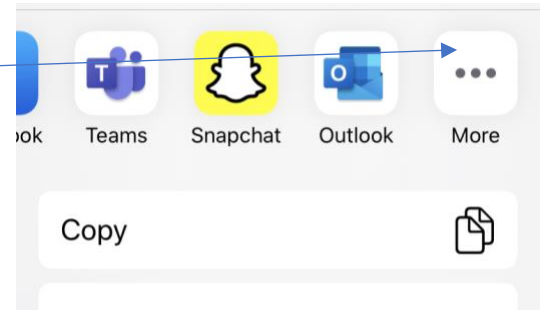
<input type="checkbox"/> Teknimedia	Self paced training to improve computer skills
<input type="checkbox"/> Mavis Beacon	Activity to improve keyboarding skills
<input type="checkbox"/> Labor Market Information Analysis	Evaluate Labor Market Information of career interests
<input type="checkbox"/> Case Management	One-on-one assistance in reaching your employment goals
<input type="checkbox"/> Employment Plan Development	Receive career decision making assistance and plan the steps necessary to reach your goal.
<input type="checkbox"/> Structured Job Search	Organized and accountable job search
<input type="checkbox"/> Support Services	Employment & Training related assistance: transportation, housing, work attire, daycare, etc.
<input type="checkbox"/> Mock Interview	Review common interview questions and improve interviewing skills
<input type="checkbox"/> Job Shadow / Informational Interview	Learn more about your career interest by time on the job or through an employer interview
<input type="checkbox"/> On-the-Job Training	Training related to a specific job provided by an approved employer
<input type="checkbox"/> Mock Resumes	Revised, structured resume assistance to take place in the work place

2. Open a .pdf form in Safari (iphone) or web browser on your smart phone and tap the screen for the **share** icon.

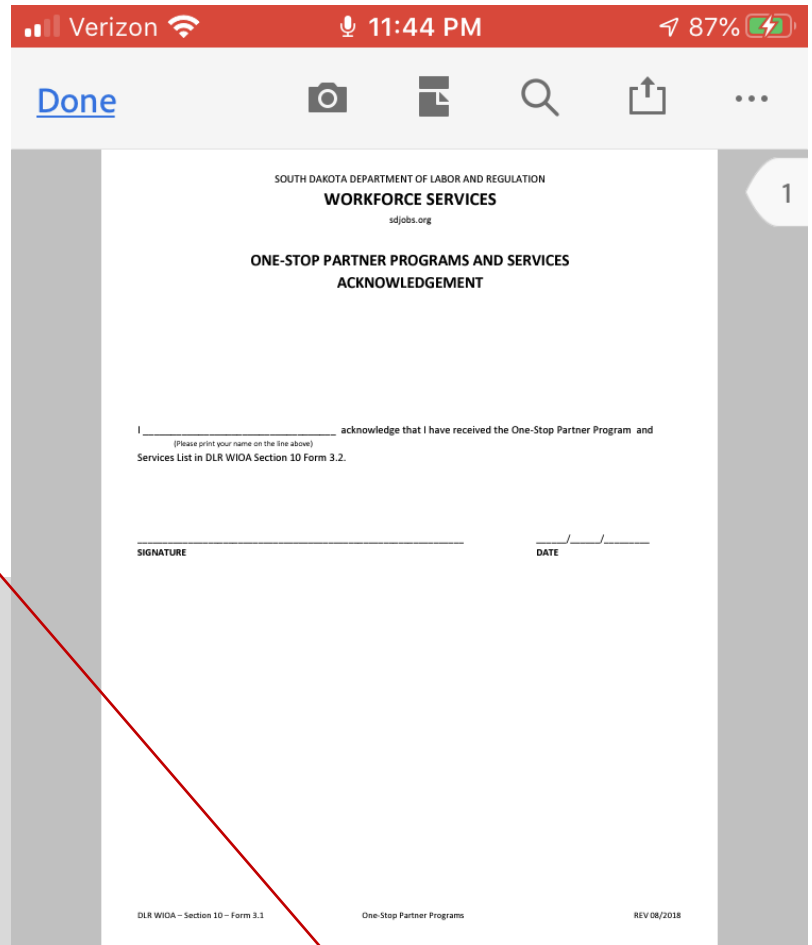
Click the share icon and select the Acrobat app.



If the app doesn't show up, scroll all the way to the right and click the three dots to add it.

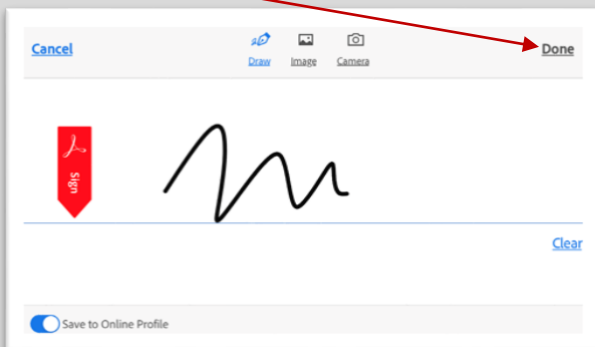


3. Select **"Fill and Sign"** and the form will open in the Acrobat app.
4. Complete the fillable fields in the form (light blue). If the form does not need to be signed, skip to Step 7.
5. To sign or initial, Tap the pen icon in the bottom right of the screen.

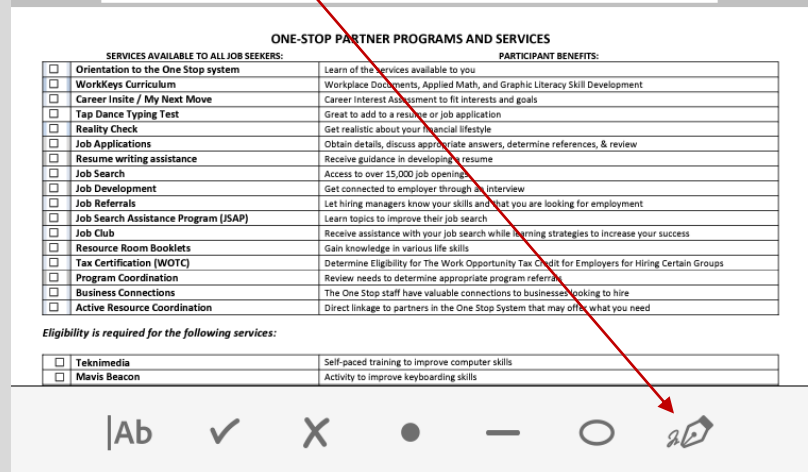


**If this is your first time signing a .pdf in this app:** you will need to add signatures to your profile.

Click "create signature," draw your signature with your finger and click "Done"

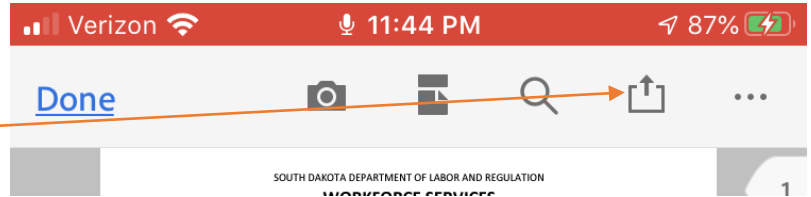


Once you click done, you should see the form again.



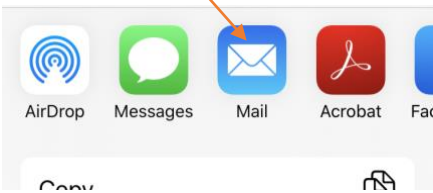
6. Tap anywhere on the screen the place the signature, then move and re-size by using your fingers directly on the screen.

7. When the forms is complete, click the "Share" icon on the top right.



8. On the next screen, elect "share a copy" in the bottom left.

9. Select the Mail app



10. Put the email address of the person or inbox you want to receive the copy. in the To: line and send.

