



ROCKY MOUNTAINEER

FILLABLE FORM INSTRUCTIONS

WHAT FORMS ARE FILLABLE?

Rocky Mountaineer has made fillable online forms available to our guests, they are forms which require guest details to be provided and a signature acknowledgement. The following forms can now be completed online:

- Food Allergy Form
- Mobility Requirements Form
- Certified Service Animal Form

HOW TO OPEN & COMPLETE A FILLABLE FORM

The below instructions walk you through the process on how to download, fill in, and apply an e-Signature to the document

1. **Open** the PDF by double clicking it.
2. Select **Download** in the top right corner.
3. **Save** it to your computer.
4. Right-click the Document from the location it was saved.
5. Select **Open with... Adobe Acrobat Reader**.

Fields that require guest information can be identified as a blue text or checkmark boxes.

HOW TO ADD AN E-SIGNATURE

To complete and acknowledge that the information provided is accurate, a signature is required. To complete the signature as an electronic signature the steps are as follows:

1. Select **Tools** in the top left bar
2. Select **Fill and Sign**
3. Select **Sign Yourself** and **Add Signature** from top center bar
4. E-signature is created and guest can place it where appropriate

Once all the above is complete, save the changes you have made to the document, attach to an email, and return to Rocky Mountaineer.