



Non Face-to-Face Advisory

Customer e-signature guide for
remote advisory process

Where do I start?

To view and sign our new digital Non Face-to-Face Advisory form, you will require “Adobe Acrobat Reader for PDF” application on your mobile phone or tablet.

You can download it for free from Apple App Store or Google Play Store.



Step 1: Download

Open the Non Face-to-Face Advisory form from your PIAS Representative's email.

Step 2: Review

Check that the details are correct.

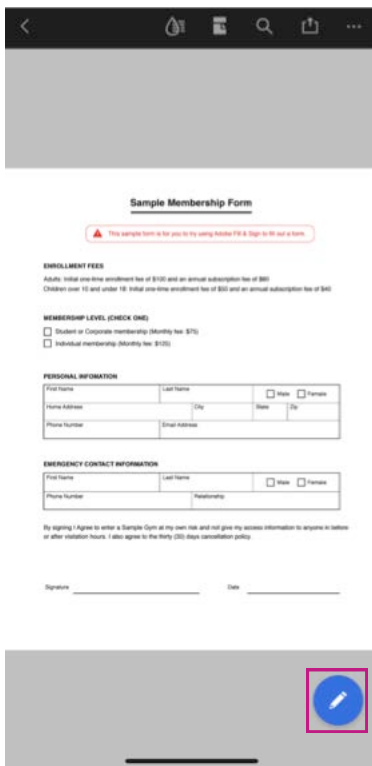
Step 3: Sign the form

Follow the steps in the following pages to complete signing the form and send a copy back to your PIAS Representative.

How to sign Non Face-to-Face Advisory Form using Adobe Acrobat Reader for PDF?

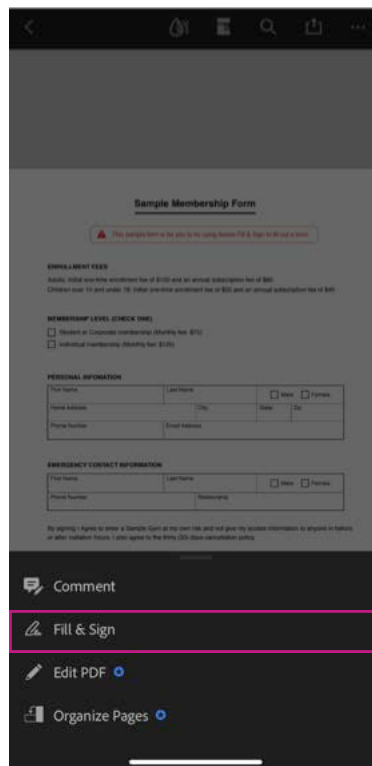
Step 1:

Download the email attachment and open in Adobe Reader app.
Select edit icon at the bottom right corner.



Step 2:

Select "Fill & Sign".



Step 3:

Select the pen icon located at the bottom right of the toolbar.



How to sign Non Face-to-Face Advisory Form using Adobe Acrobat Reader for PDF?

Step 4:

Select “Create Signature” button.

The screenshot shows the Adobe Acrobat Reader interface with the 'Sample Membership Form' open. The form includes sections for 'ENROLLMENT FEES', 'MEMBERSHIP LEVEL (CHECK ONE)', 'PERSONAL INFORMATION', and 'EMERGENCY CONTACT INFORMATION'. At the bottom of the form, there is a 'Signature' line and a 'Date' line. The 'Create Signature' button is highlighted with a red box.

Step 5:

Sign on “Sign Here” area. Tap “Done” at the top right corner once you’ve signed.

The screenshot shows the Adobe Acrobat Reader interface with the 'Sample Membership Form' open. The 'Sign Here' area is highlighted with a red box. The 'Done' button is visible at the top right corner.

Step 6:

Tap on the form to place your signature.

The screenshot shows the Adobe Acrobat Reader interface with the 'Sample Membership Form' open. The 'Tap anywhere to place signature' message is displayed on the form. The 'Done' button is visible at the top right corner.

How to sign Non Face-to-Face Advisory Form using Adobe Acrobat Reader for PDF?

Step 7:

Select the share icon.

Done

Sample Membership Form

This sample form is for you to try using Adobe PDF & Sign to fill out a form.

ENROLLMENT FEES
Adults: Initial one-time enrollment fee of \$100 and an annual subscription fee of \$80
Children over 10 and under 18: Initial one-time enrollment fee of \$50 and an annual subscription fee of \$40

MEMBERSHIP LEVEL (CHECK ONE)
☐ Student or Corporate membership (Monthly fee: \$15)
☐ Individual membership (Monthly fee: \$10)

PERSONAL INFORMATION
First Name: _____ Last Name: _____ ☐ Male ☐ Female
Home Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Email Address: _____

EMERGENCY CONTACT INFORMATION
First Name: _____ Last Name: _____ ☐ Male ☐ Female
Phone Number: _____ Relationship: _____

By signing I agree to enter a Sample Form at my own risk and not give my access information to anyone in before or after installation hours. I also agree to the thirty (30) days cancellation policy.

Signature: _____ Date: _____

Ab ✓ ✕ • — ○ ✎

Step 8:

Select “Share a Copy”.

Cancel Send

Invite People By Email ⓘ

Enter name or email...

Subject and Message

Sample Form(2).pdf

Enter a personal message (optional)

☒ Allow comments

Or...

[Get a Link](#) [Share a Copy](#)

Step 9:

Select the email app to send back the form to your adviser.

Cancel Send

Invite People By Email ⓘ

Enter name or email...

Subject and Message

Sample Form(2).pdf

Enter a personal message (optional)

☒ Allow comments

Sample Form(2)
PDF Document · 28 KB

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Markup

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