HOW TO UPLOAD A DOCUMENT WITH YOUR PHONE

The Rental Relief Fund application will be completed online with AgilePoint. This program allows you to fill out the form with a computer, tablet, or mobile phone. While you are filling out the application, you will be asked to upload the following documents:

A signed copy of lease or tenant agreement

Landlord materials (if applicable)

Documentation of unemployment benefits (if applicable)

Photo documentation for head of household

If you are having trouble filling out any of the above forms on your phone, please download the free app Adobe Fill & Sign on iPhone or Android. To use this app, follow these steps:

STEP 1

When you open the app, there is no need to create a login. Press the x on the sign in page, then press the plus sign to upload the document.

Adobe Fill & Sign •••

Select a form to fill out

STEP 2

Select where this document will be uploaded from (File Browser, Web URL, Email Attachment, etc.). If you have downloaded the document, select File Browser, then find it in your files. If you have not downloaded the document, use the Web URL. If you are having difficulty using either of these methods, you can try to take a photo of the document (then use the Camera Roll option), or email it to yourself (and use the Email Attachment option).

Adobe Fill & Sign •••

File Browser

Web URL

Web Search

Camera Roll

Take a Picture

Email Attachment

Cancel
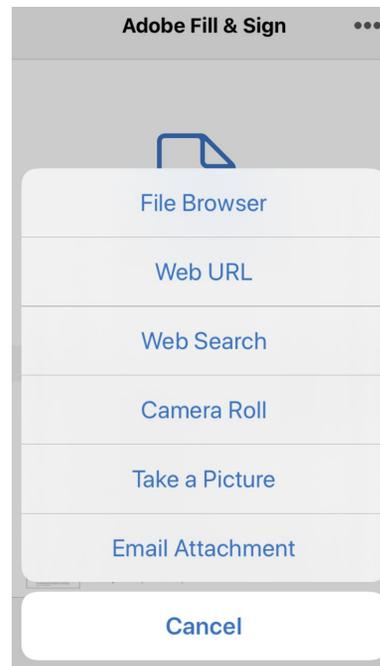
STEP 3

Once you have uploaded the document, the form should appear in the app. You can fill it out by clicking on the lines. You should be prompted to type your responses. After typing them, you have the option to make them smaller or larger. You also have the option to move them around the page.

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STEP 4

You can create a signature in the app by clicking the button on the bottom that is third from the left (it looks like a pen). It will prompt you to create a signature with your finger. When you are satisfied with the signature, press done.
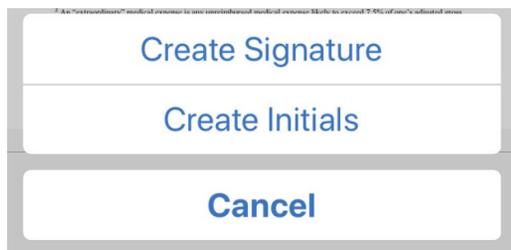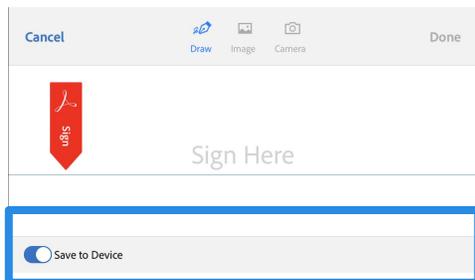
STEP 5

This signature is now saved in the app. Whenever you need to add a signature, you can press the button on the bottom that is third from the left (it looks like a pen), then select your signature. This will create another copy that you can move around the page and resize.
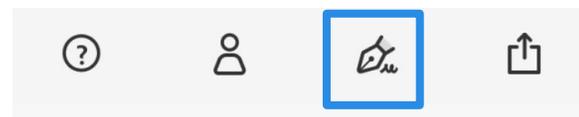
STEP 6

When you have finished filling out the form, it will automatically save your changes. Press the button on the bottom that is all the way on the right (it is a box with an arrow facing up). You can save this form to your files, then upload it through AgilePoint. If you are having difficulty uploading, you can select your email app from the options at the top, and email the document to rrf@boston.gov.