The Alternate Contact Form (pictured above) presents some challenges to applicants. To help we’ve composed this guide. Key areas have been highlighted in the included images. The Alternate Contact Form is not required to apply.

**Step 1:** When you open the HUD 98006 Form, use Adobe Acrobat Reader and not an internet browser to access all of the form fillable functions of the document. Adobe Acrobat is free to use and available at [https://get.adobe.com/reader/](https://get.adobe.com/reader/).
Step 2: After you’ve filled out the form with your name, mailing address, phone number, optional details about an alternate contact, the reasons for the Flagstaff Housing Authority to reach out to your alternate contact, and the date (bottom right), use the **Sign Document** button in the upper menu.

Do not click the Signature of Applicant area. This function will not be used.
Step 3: The **Sign Document** button opens a menu. Click the **Add Signature** button. If there is already a signature in this location, you can click the ( — ) button to remove it and then click the ( + ) button that appears in the same location to add your own (see below for an example).
Step 4: A smaller window appears. Type your name here. Once complete, click the (Apply) button.
Step 5: Your arrow cursor \( \rightarrow \) will be replaced with your signature. Move your mouse to place your signature in the **Signature of Applicant** area and left-click with your mouse. Your arrow cursor will return to normal and your signature will be placed.
Step 6: **Save As...** using the File menu or the keyboard shortcut **Shift-Ctrl-S**, give the Form a unique name or title it “Upload Me” and save to the Desktop. Return to the WebApp and upload the document.

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*Congratulations! You’ve submitted your Alternate Contact Form!*