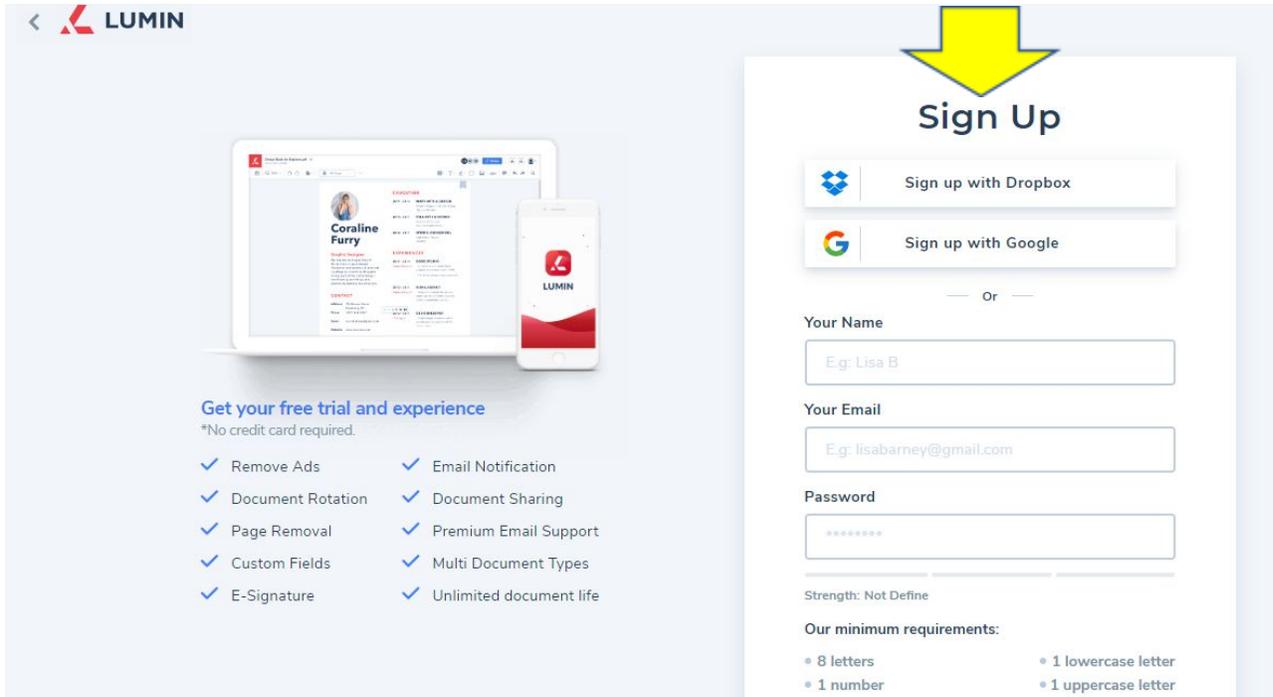


## Creating an account on LuminPDF

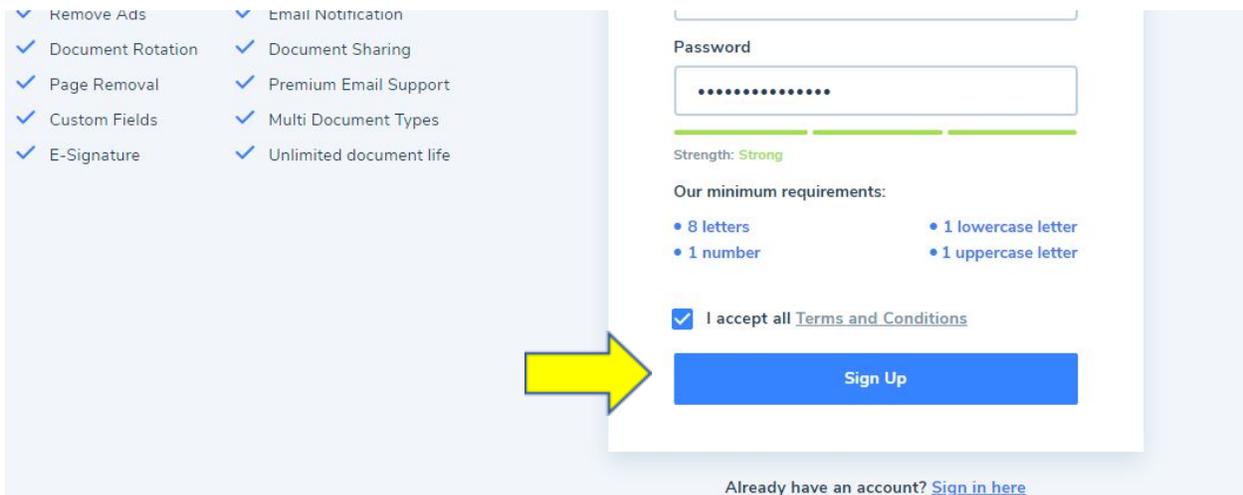
1. Open your web browser and go to [www.luminpdf.com](http://www.luminpdf.com). You will be brought to the website as shown below.
2. Click the box located at the top right of the webpage “Sign Up Free” to create your account.



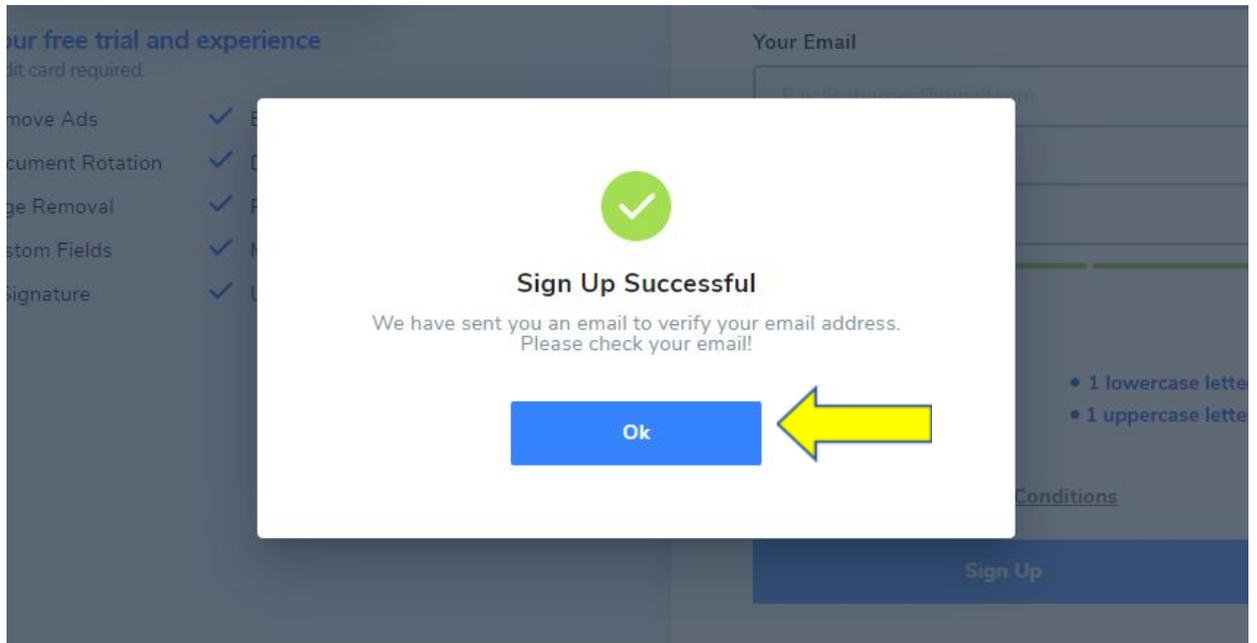
3. Fill in the fields on the right side of the screen with your name, your SDP EMAIL ADDRESS (new hires please use your personal email address), and create a password that meets the minimum requirements. \*Please remember your password to log in to this page.



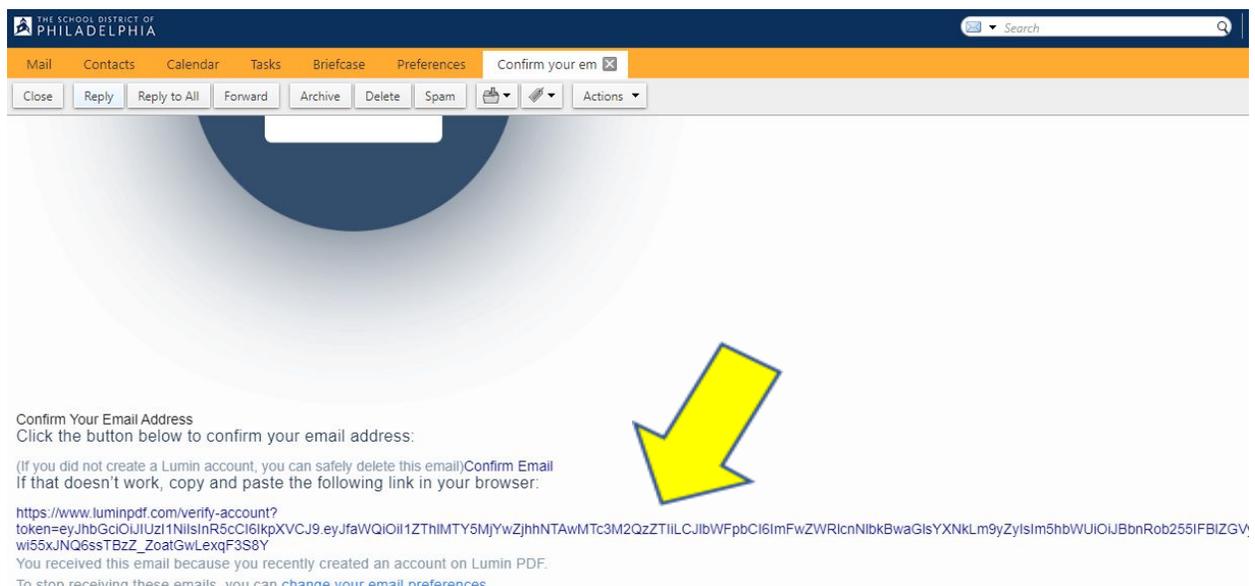
4. Once fields are correctly filled in, check the box "I accept all Terms and Conditions". Once this box is filled with a check mark, click "Sign Up". Notice that the password field has 3 green bars below it. This signifies that the password is accepted as a "Strong" password and your password is accepted to continue creating your account.



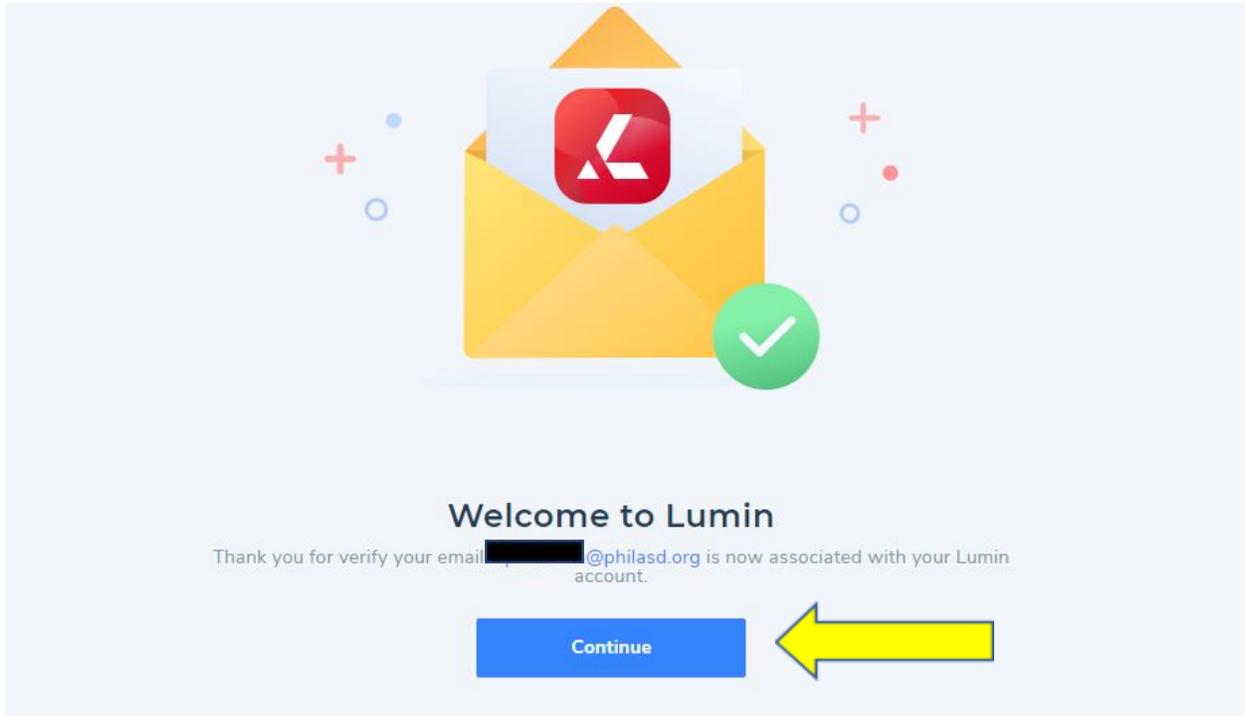
- When you see the box below, that means your account was accepted and an email was sent to your inbox that you used to sign up with. Click the blue "Ok" button.



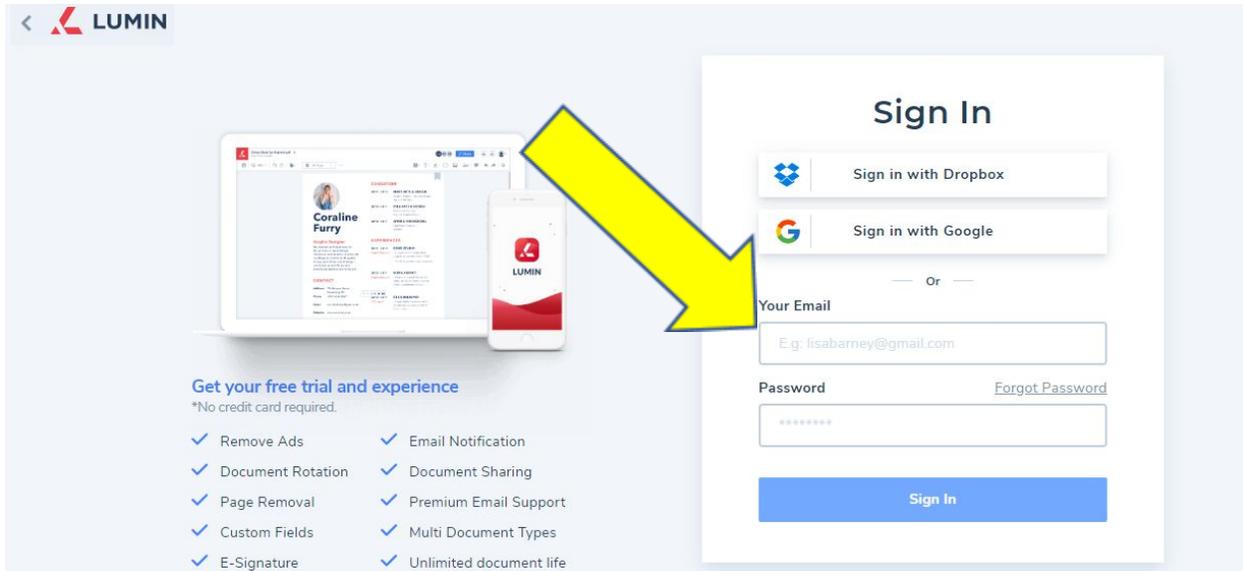
- Log in to your email account to locate the email that was forwarded to you from LuminPDF to confirm your account. Click the link in the bottom of the email that will verify your account.



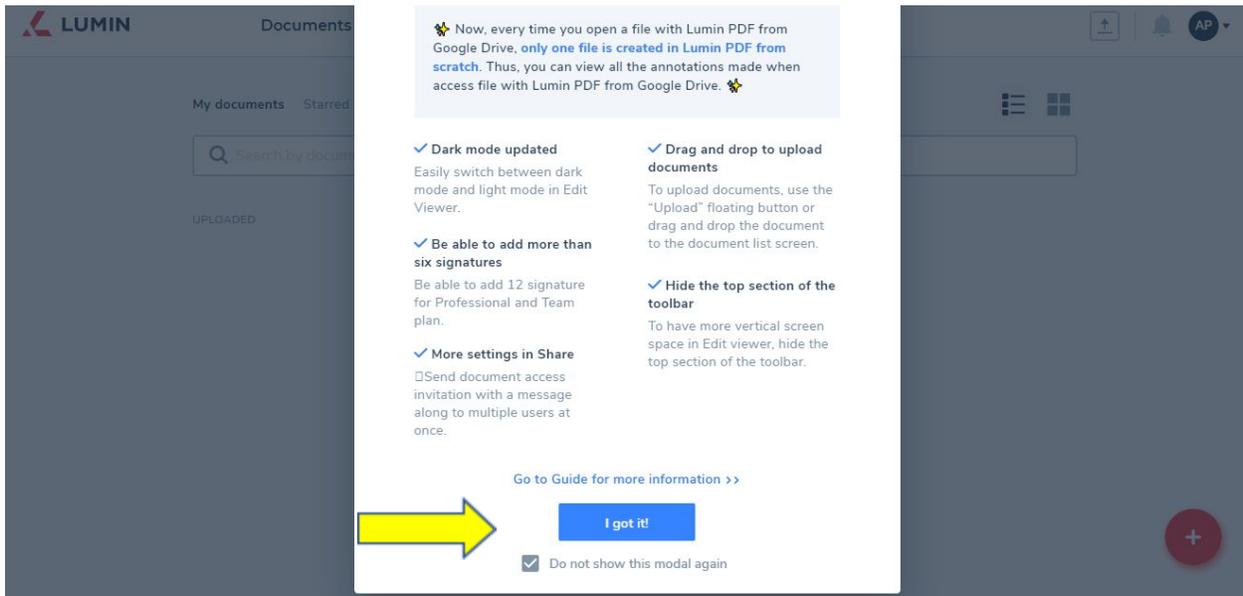
7. The link you clicked will open a new webpage for you that will confirm your account has been successfully created. Click the blue "Continue" button to bring you to the sign in page.



8. Use the email you created your account with, and the password you created to then log into your LuminPDF account. Once the fields are filled in, click "Sign In" to access your account!



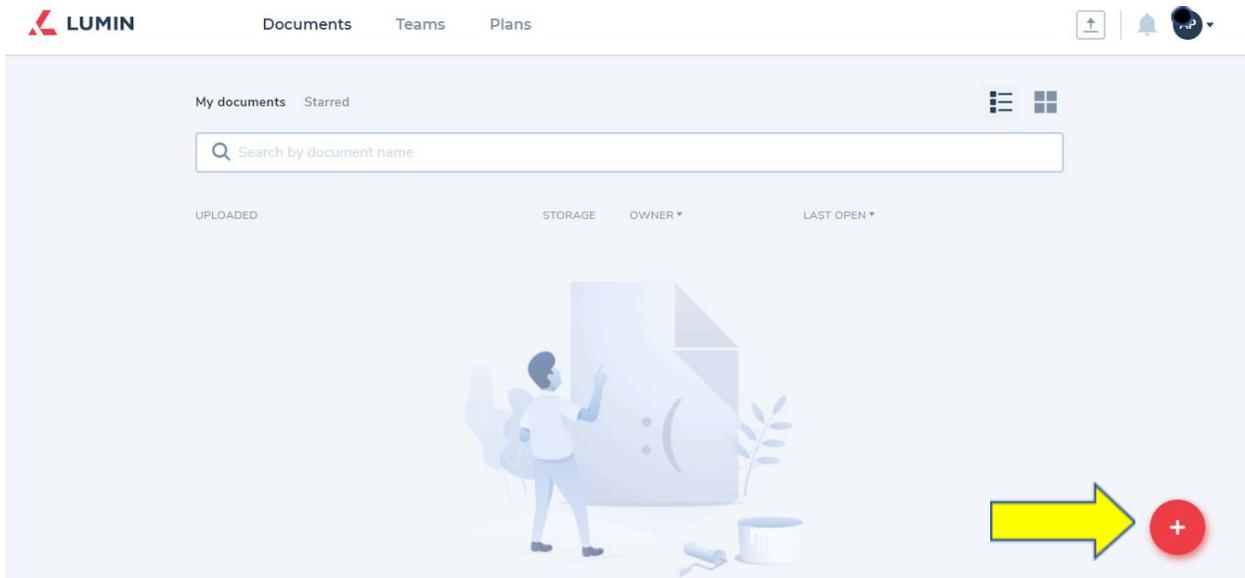
9. When you have signed in to your account, you will see a message as seen below. Click the box “Do Not Show This Modal Again”, then click “I Got It”. You will have completed creating your account.



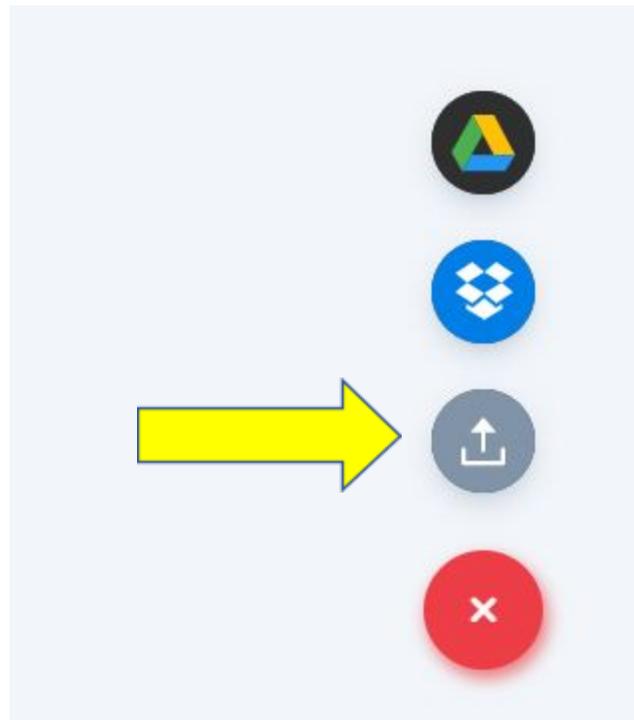
Your account has been created!

## Uploading a File on LuminPDF

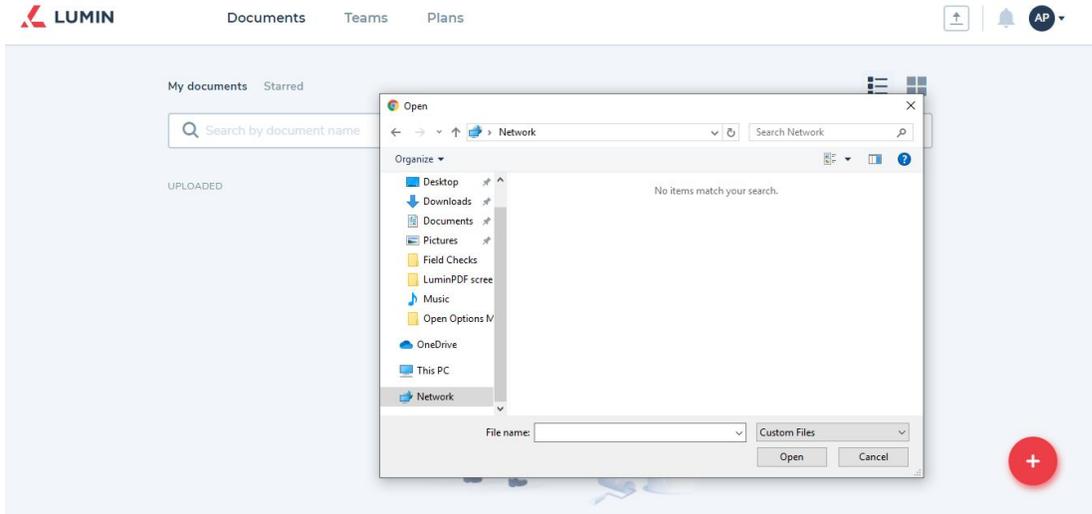
1. To Upload a document to your LuminPDF account, click the red “Plus” circle located at the bottom right of the screen.



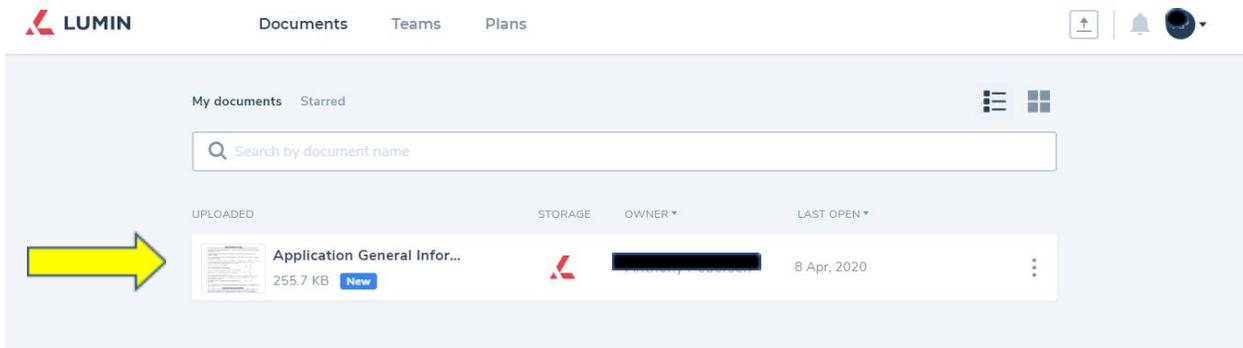
2. After the red “Plus” circle is clicked, you will see 3 options appear above the circle. Click the bottom option (shown next to the arrow in the screenshot below). This will open your file folders on your computer.



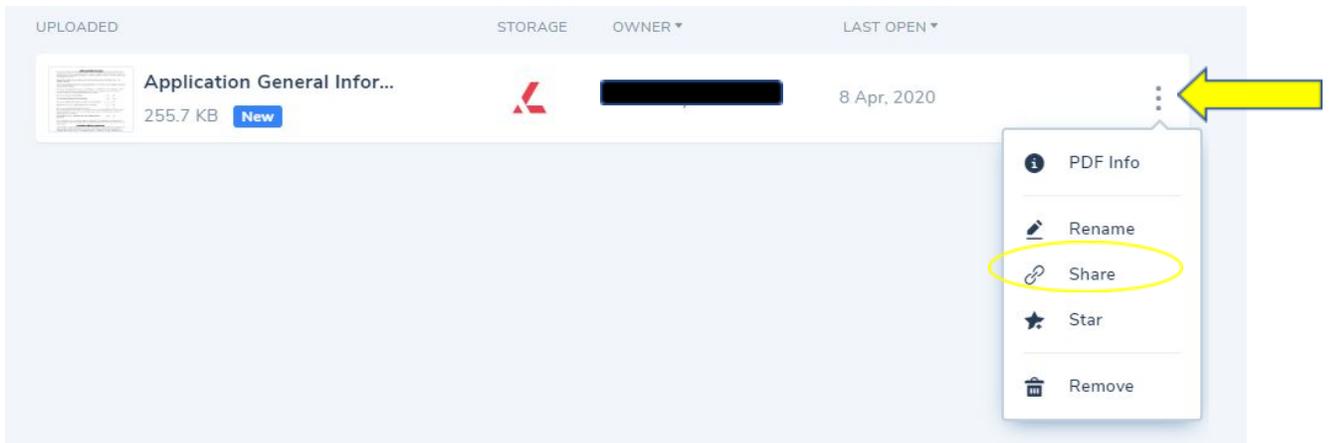
3. Once your file screen has opened, locate the document that you want to upload to your LuminPDF account. You may double click the file, which will load the file into your account, or highlight the file, then click “Open” to load it into your account.



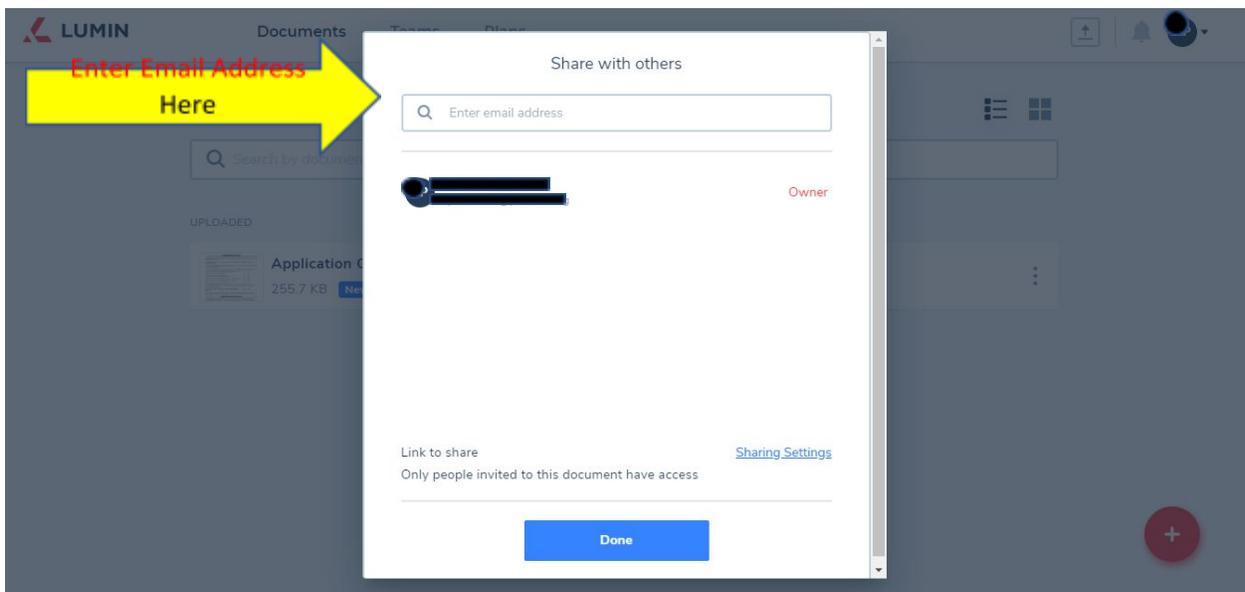
4. You will then see the file loaded under your “Documents” page.



5. To share this document for others to view and complete, click the 3 floating dots located on the right of the file. Once clicked, it will drop down options. Click “Share”.

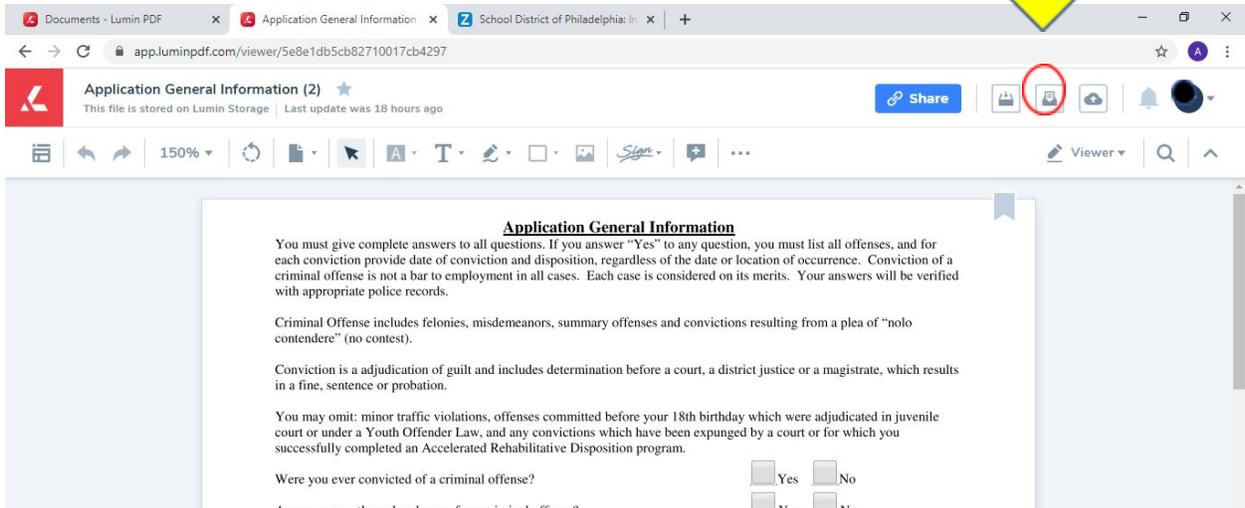


6. After “Share” is clicked. A new page will appear that will allow you to share this file with other members. Enter the person’s email address in order for them to be able to access this document. Click the blue “Done” when you have entered all email addresses as needed.

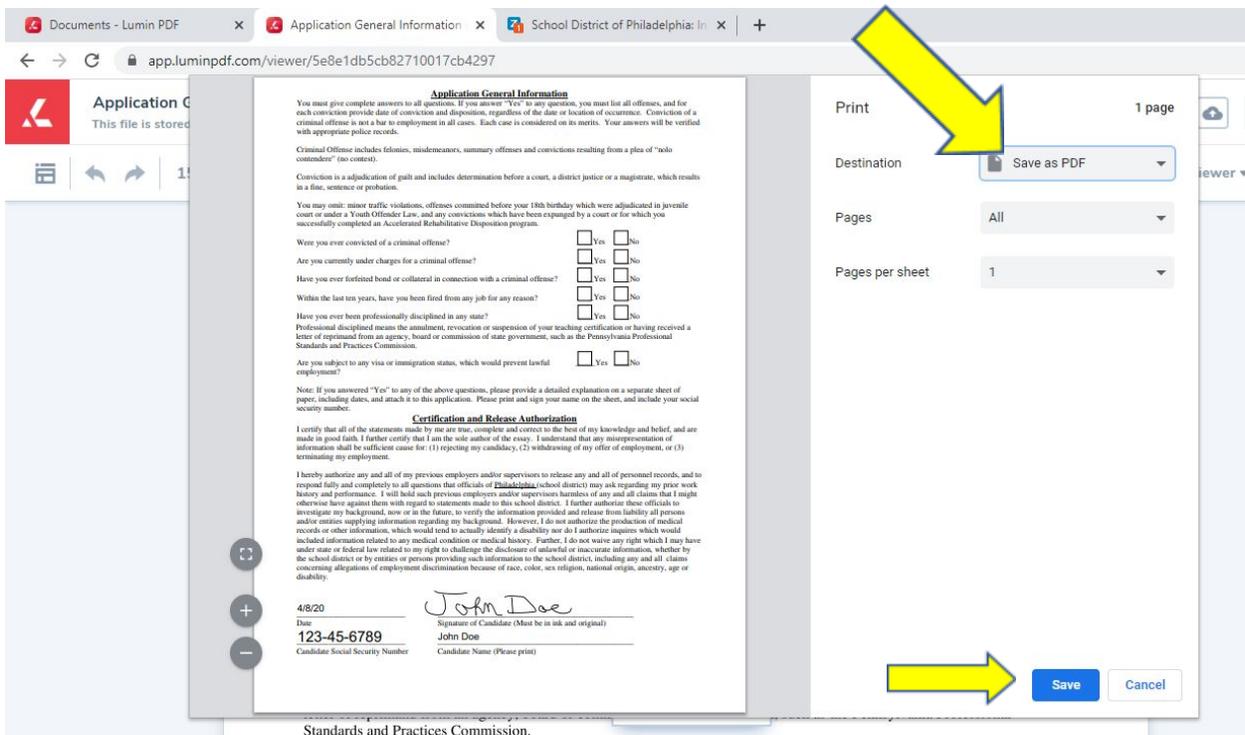


## Saving as PDF after Signing Document

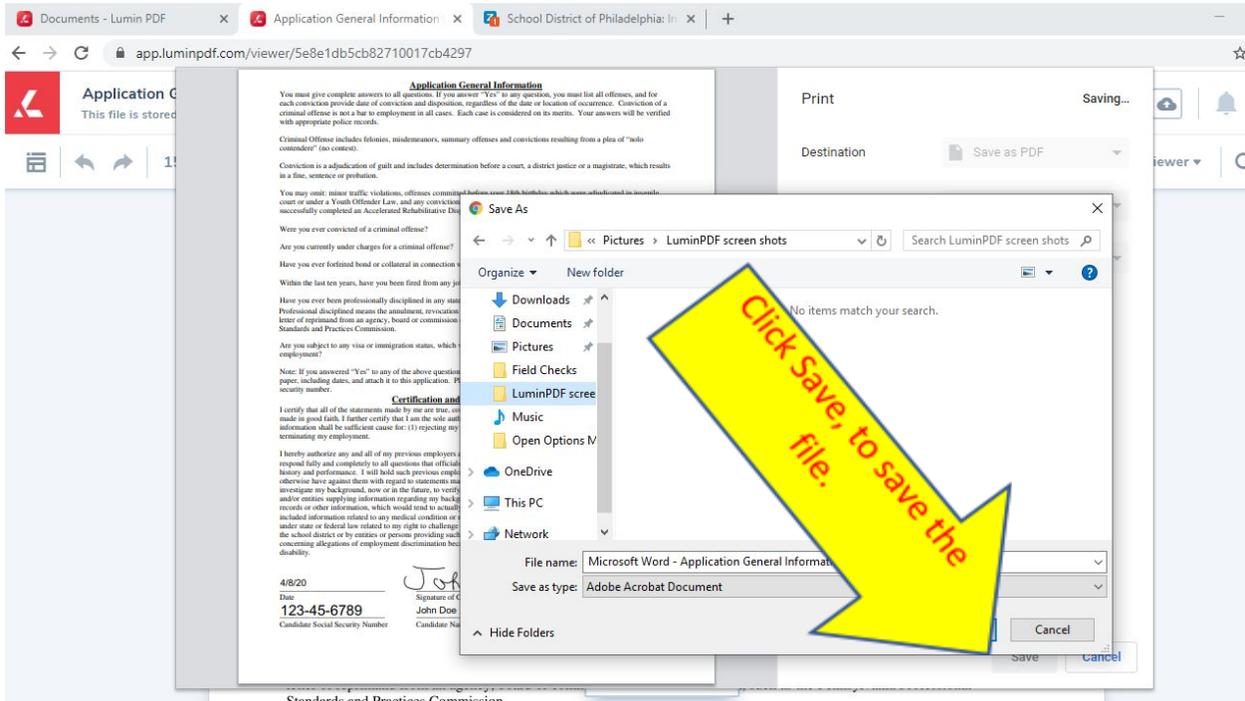
1. To save the document as a PDF document to your computer after signing, click on the print icon located at the top right of the page as shown below.



2. This will open a pop up that will allow you to save as a PDF. Select the drop down next to "Destination" field and set the field to "Save As PDF". Then Click the blue "Save" button, which will have you save the document to a folder.



- Your file folder on your desktop will open, to which you will need to provide the file a name and save it to your folder as shown below. You may keep the file name it has auto filled or change the name to your liking to make it easier for you.



4. If you need to locate the file to upload, click on the file folder icon on your desktops tool bar as shown below. This will allow you to locate the file and upload it as needed.

