



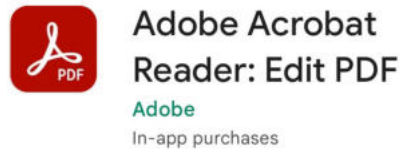
Downloading and Filling in PDFs on Mobile (Part 1)

IMPORTANT: It is **HIGHLY RECOMMENDED** to take Paycom Training Classes on a computer desktop or laptop, **NOT** on a mobile device. Paycom and HD meeting must be open at the same time.

- ★ If you do not have access to a desktop or laptop computer, please check with your supervisor to arrange a workspace for you to take the class.
- ★ If you must use a mobile phone, please review the instructions below. **These instructions can be used for PDF tests and certificates for self-study courses.**

1

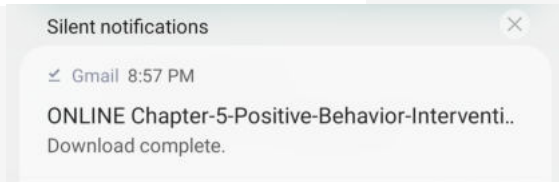
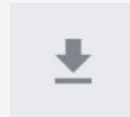
Download the free **Adobe Acrobat Reader: Edit PDF** app from the Google Play Store or the Apple Store.



2

Download the PDF in Paycom Learning (or other site if doing a self-study course)

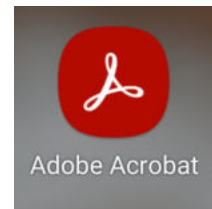
Note: It is recommended to download all materials before your class.



3

Open the Adobe Acrobat app on your mobile device.

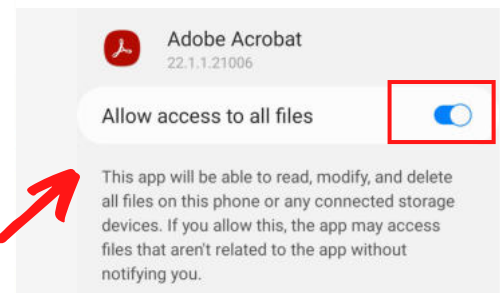
Note: You do not need to log in to Adobe Acrobat. Click the x in the top right corner of the login screen to continue without an account.



4

When prompted, make sure you allow Adobe Acrobat access to all files on your mobile phone.

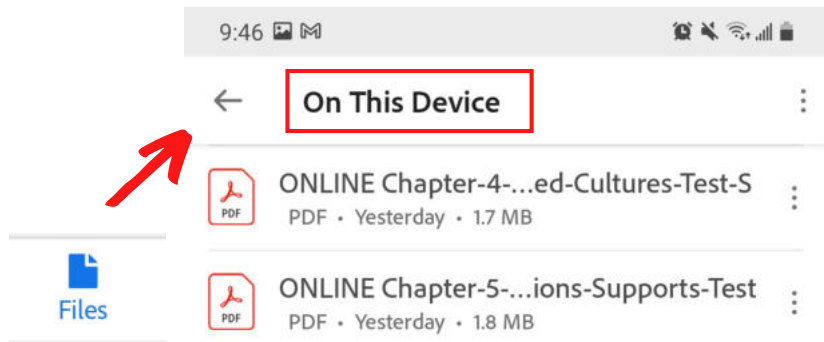
Allow access to your files to view, modify, and save PDFs
No files will be modified or deleted without your consent. You may enable permissions in the Settings app. [Learn More](#)



5

In the Adobe Acrobat app, look for the file you want to open.

Go to 'Files' at the bottom of the screen. Browse to where you saved the files (this is usually 'On This Device'). Click on the file to open it.





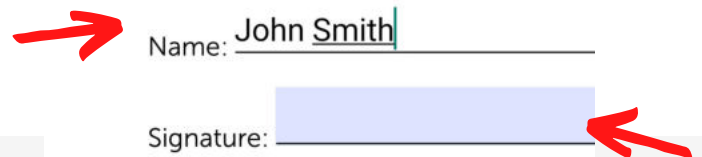
Downloading and Filling in PDFs on Mobile (Part 2)

IMPORTANT: It is **HIGHLY RECOMMENDED** to take Paycom Training Classes on a computer desktop or laptop, **NOT** on a mobile device. Paycom and HD meeting must be open at the same time.

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- ★ If you must use a mobile phone, please review the instructions below. **These instructions can be used for PDF tests and certificates for self-study courses.**

6

Once you have opened your file, you should see it appear in the Adobe Acrobat app.

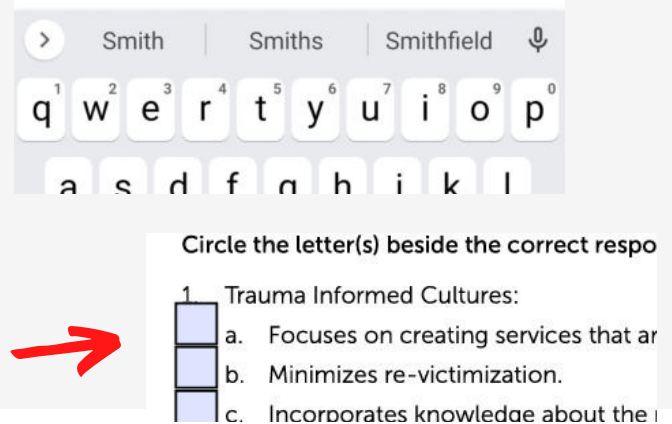


7

Tap on the text boxes to type in your answers and/or fill in the required form.

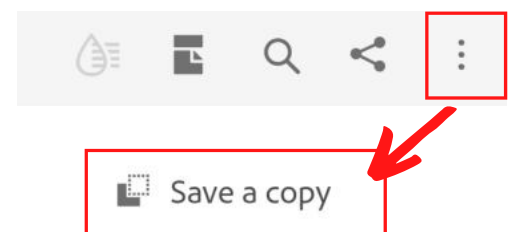
Date fields will allow you to select the date from a calendar.

Tap the check-boxes to select the correct answers.



8

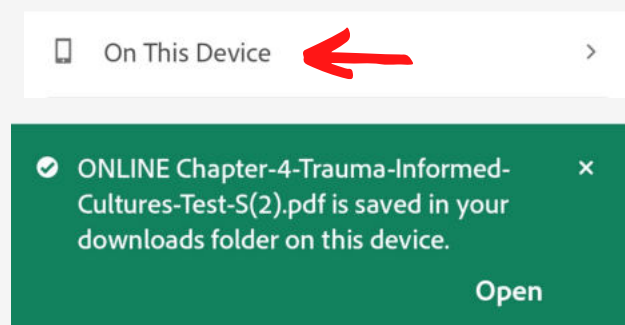
When finished filling in the PDF, tap the **back button** on your mobile device to see the main options menu at the top of the screen.



9

To save your completed PDF, tap the three dots at the right side of the menu.

This will open up a long menu. Scroll down and tap on '**Save a copy.**' You will then be able to choose where you want to save the PDF. We suggest '**On This Device**' for easy access.



All done! You can now upload your PDF Test or Training Certificate to the Paycom Learning Class. Make sure to upload your newly saved PDF.