



Instructions for completing a Fillable PDF form

Please review the following instructions for successfully completing a fillable PDF form:

- Use **only the latest version of Adobe Reader** to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe <http://get.adobe.com/reader/>.
- Before** completing the document **save** the form (PDF format) to a location on your computer. (Example: Desktop or Documents).
 - ✓ Instructions: **Right click** on the form and **click** “Save as”, or click the disk icon.
 - ✓ **Save** to your Desktop or Documents.
- Once you have saved the form to your computer, you are ready to complete the form.
- Open** the fillable form.
- After you have completed the form, **save** a final version of the file to your computer.
- When ready, don't forget to attach the fillable form to the email.
- Some forms have a “Submit” button built into the form or an envelope icon which will allow you to submit the form via email directly from the form. These forms will automatically be attached to your email when you click the submit button or envelope icon.
- Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.**