

Instructions for completing a fillable PDF form

1. 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 at <http://get.adobe.com/reader/>.
2. Before completing the document, save the form (PDF) format to a location on your computer. (Example: Desktop or Documents).
3. **Right click** on the form and **click** "Save as".
4. **Save** to your Desktop or Documents.
5. Once you have saved the form to your computer, you are ready to complete the form. **Open** the fillable form.
6. After you have completed the form, **save** a definitive version of the file to your computer.
7. When ready, do not forget to attach the fillable form.
8. Some forms have a "**Submit**" button built into the form 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.
9. **Please save it to your computer first, and then fill it out. If you do not do this, it can cause the PDF to be blank when sending it.**