

### **Tips on successfully completing a fillable PDF form:**

- Not all browsers support fillable PDFs. 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/>.
- 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”. 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.
- 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.
- 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.