

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 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 to your email.
- 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.**