

Fillable PDF Form Instructions

Completing Fillable PDF Forms

1. Make sure you have **the latest version of Adobe Reader**. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.
2. Save the application form (PDF format) to a drive or location on your computer [e.g., Local Disk (C:), *My Documents* folder].
(You MUST download the form and save it to your computer before completing it. If you complete the form in your web browser, your information will NOT be saved!)
The **Save** button on the form will open a **Save As** dialog box, which will allow you to save the application to a desired location on your computer. If viewing the form in a built-in PDF viewer in your browser (i.e., Chrome or Firefox), **right-click** the PDF and select **Save as** or **Save Page As**. Make sure the **Save as type** is set to **Adobe Acrobat Document (*.pdf)**.
 - Alternatively, you may save the PDF form *without* opening the file in either Adobe Reader or in any built-in PDF viewer. Simply **right-click** on the hyperlink for the PDF form and then choose the **Save link as...** or **Save target as...** option.
3. Use Adobe Reader to open the PDF form saved on your computer. Complete the form.
4. After you have completed the form, save a final version of the file by clicking **File > Save** (or **Save As**) on the Adobe Reader menu bar. Use the same file name and location from the previous step.

Emailing Completed Fillable PDF Application Forms

After you have completed the form and saved a final version of the file to your computer, you may then email the PDF file as an attachment via either a desktop email client (i.e., Microsoft Outlook) or web email account (i.e., Gmail, Yahoo Mail). The following are instructions for both methods.

Using a Desktop Email Client:

1. Click the **SUBMIT** button provided in Adobe Reader to automatically attach the completed PDF file to a new email message and populate the **To:** field with the designated email address.
2. Type the form name into the subject line.
3. Click the **Send** option in your desktop email client.

Using Web Email:

1. Sign into your web email account and compose a new message to the designated email address.
2. Locate the completed application form that you saved to your computer and attach the PDF file to your email message.
3. Type the form name into the subject line.
4. Click the **Send** option in your Web email.

If you have questions or need further assistance, call **866-549-4199**.