How To Complete Fillable PDF Forms

Purpose: This document provides instructions on how to complete fillable PDF forms.

NOTE: Do not complete the form within your web browser, your data will NOT be saved. Please save it to your computer first, and then fill it out by using Adobe Acrobat Reader.

1. **Use only the latest version of Adobe Acrobat 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.**

   - Right click on the form, and click "Save as"
   - Save it to your computer

3. Once you have saved the form to your computer, **open the fillable form** by using Acrobat Reader.

4. After you have completed the form, **save a final version of the file to your computer.**

5. When ready, **don't forget to attach the fillable form**.

6. 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.