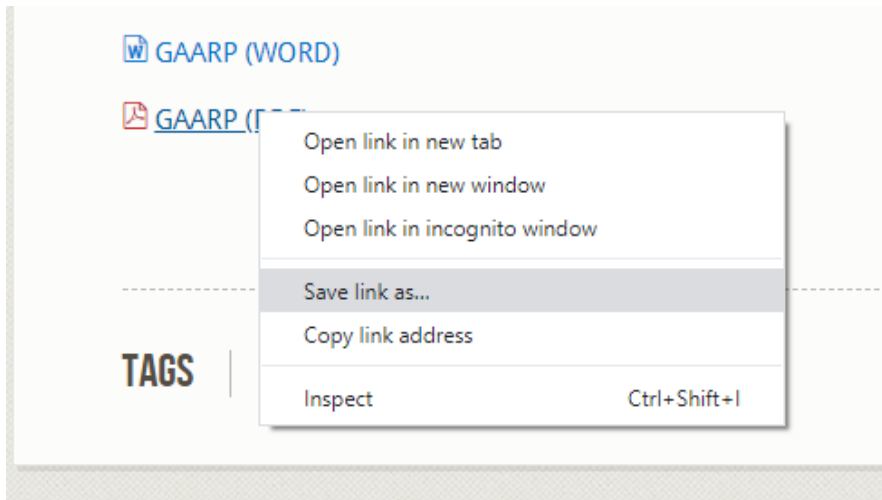


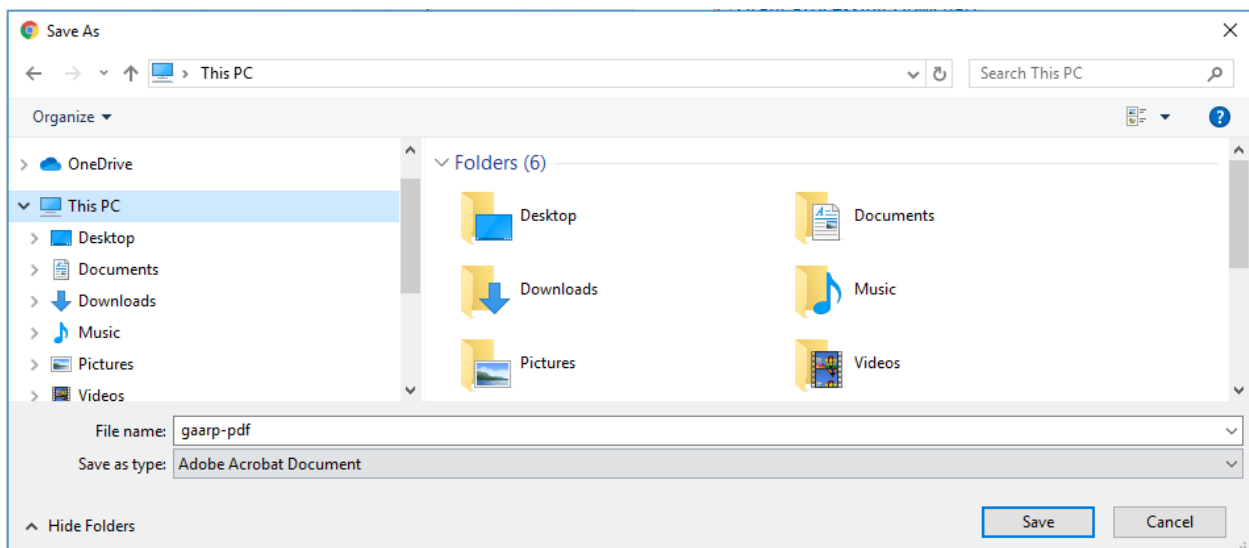
Opening a Fillable Form in PDF

INSTRUCTIONS

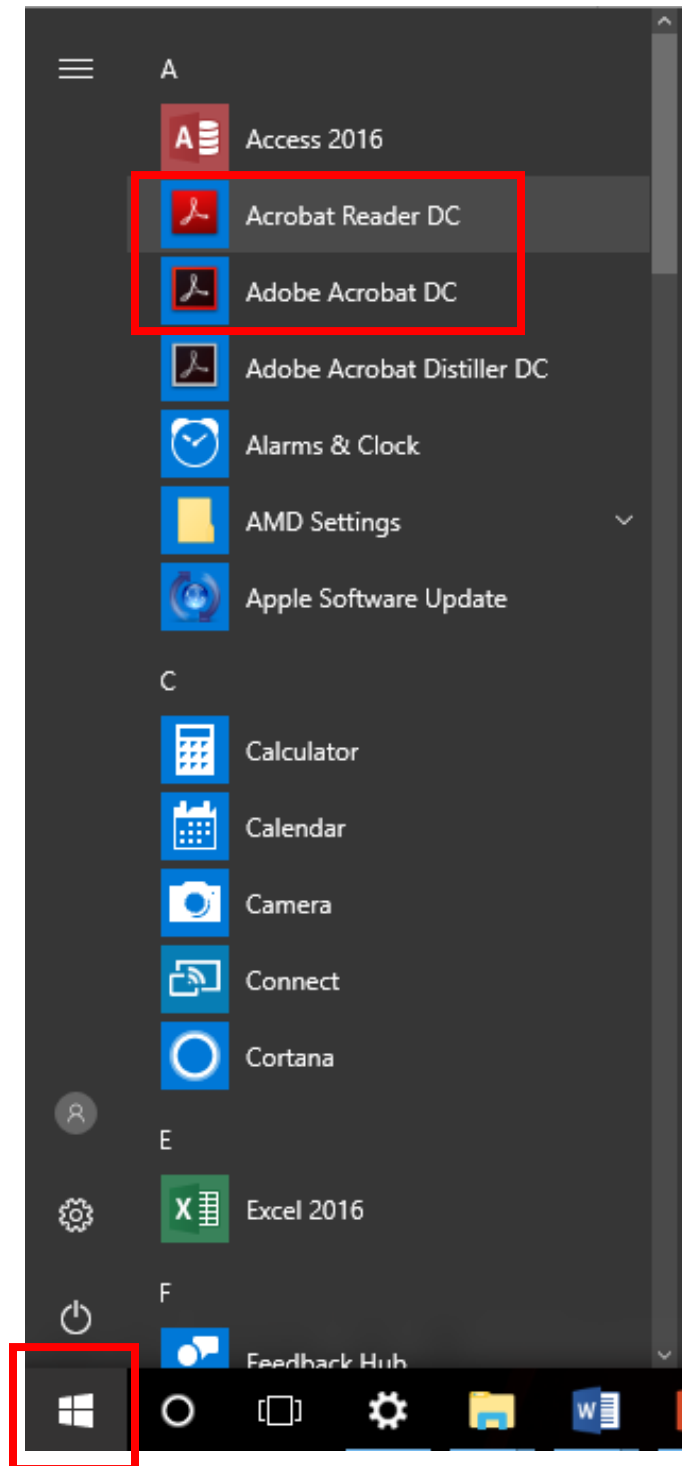
RIGHT click on the PDF file you want to download and select 'Save link as...'



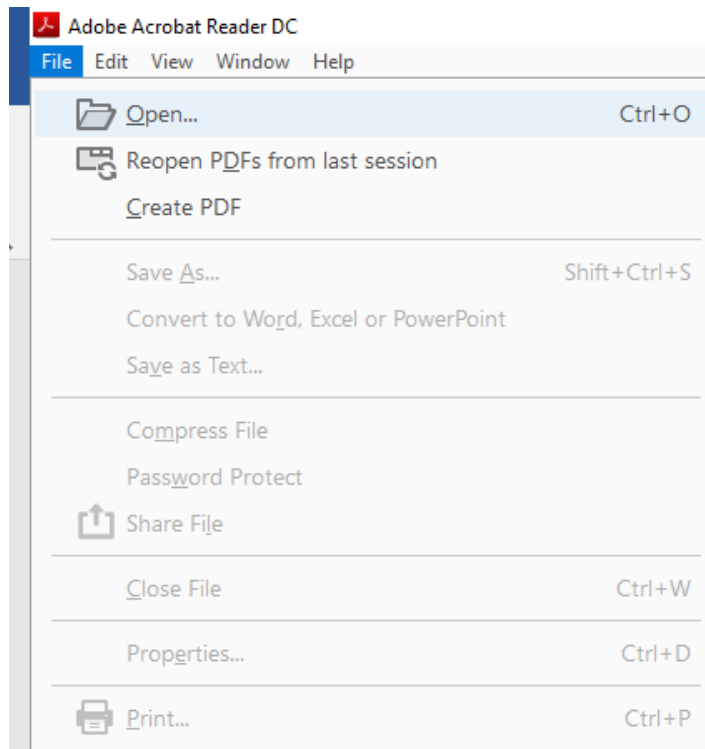
After you select 'Save link as...' a 'Pop-up' window will appear. Choose which folder you want to save the file in, you may also rename the file if you want, and click the 'Save' button. Once you click the 'Save' button the file will be downloaded to the file you selected.



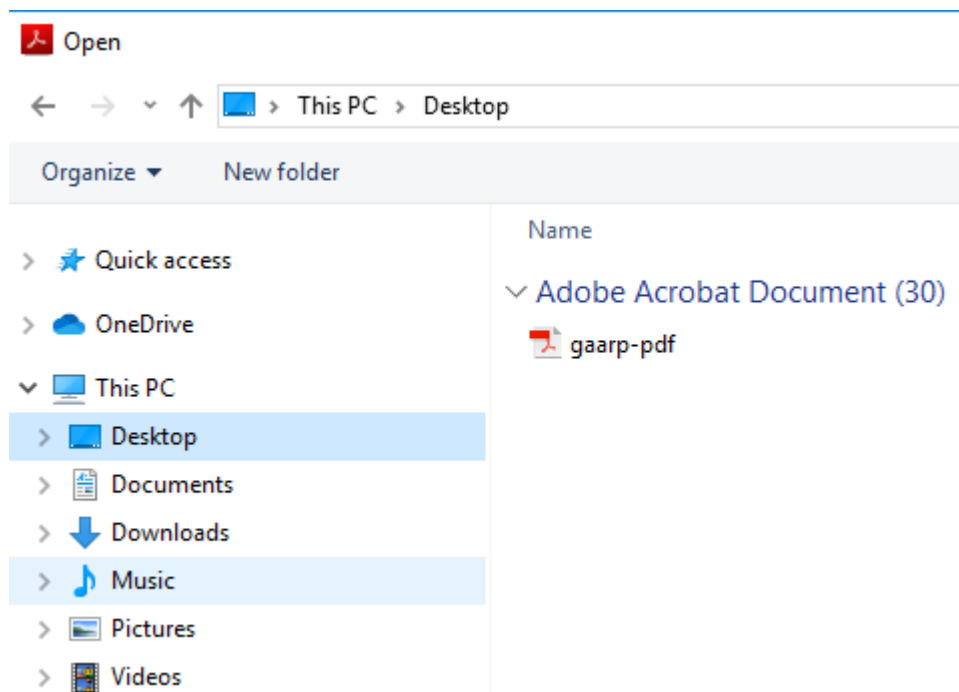
Next click the Window's Icon on your computer and open 'Acrobat Reader DC' or 'Adobe Acrobat DC'.



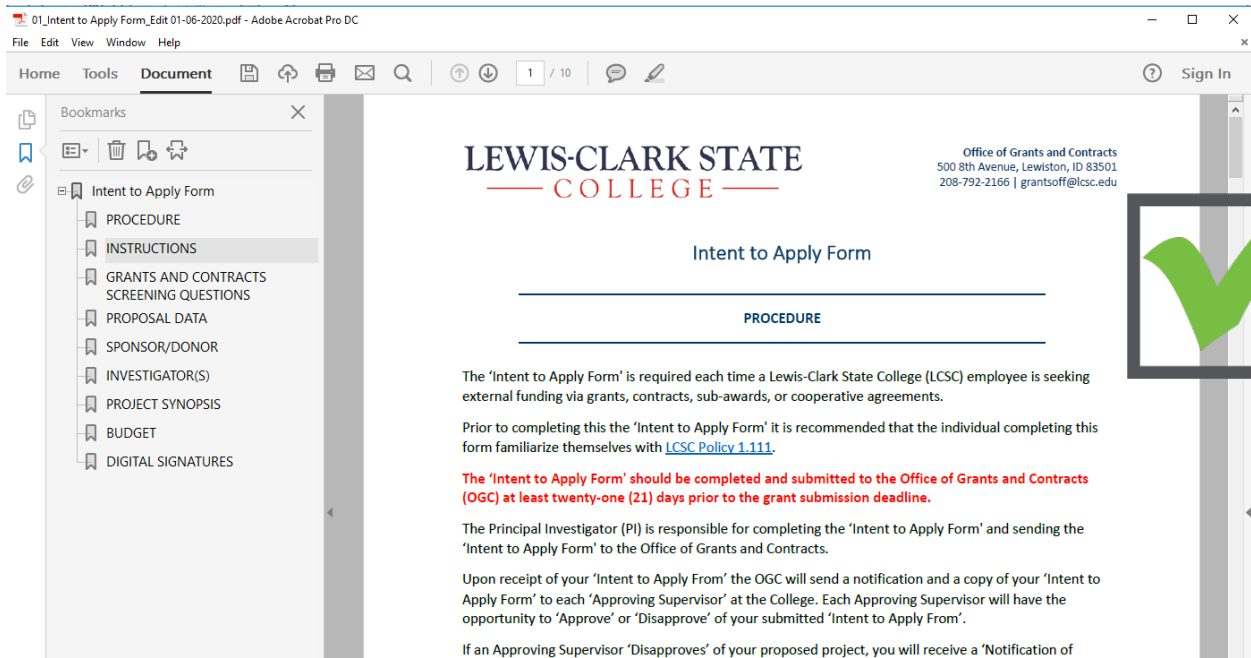
Once your PDF reader is open select 'File' and 'Open'.



A 'Pop-up' window will appear. Choose the file folder where you saved your PDF and select the saved PDF.



When you open the form in a PDF reader your computer screen should look similar to the image below. **When your computer screen looks similar to the image below you can complete the PDF Form.**



When you open a PDF Form in a browser the PDF will look similar to this. **Do not fill out the form if it is open in a web-browser.**

