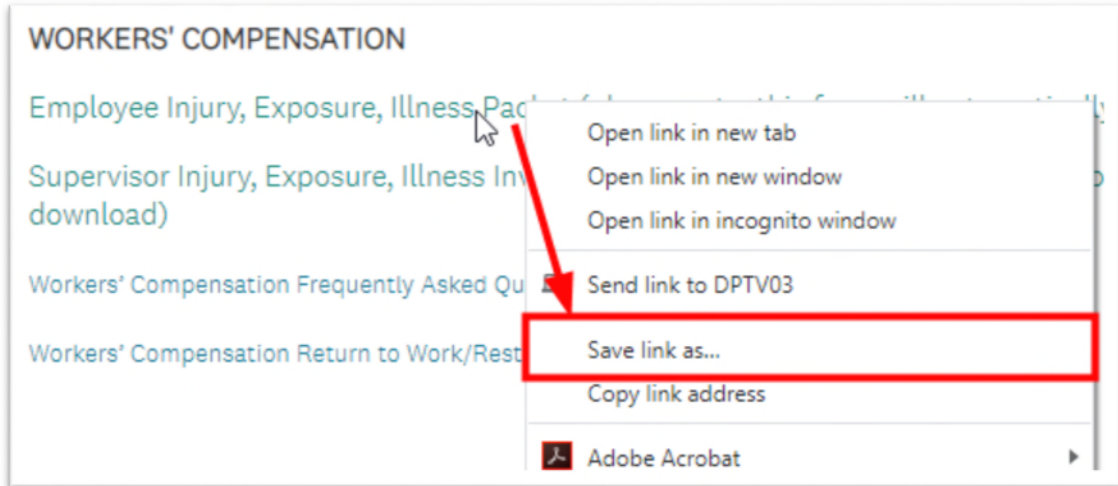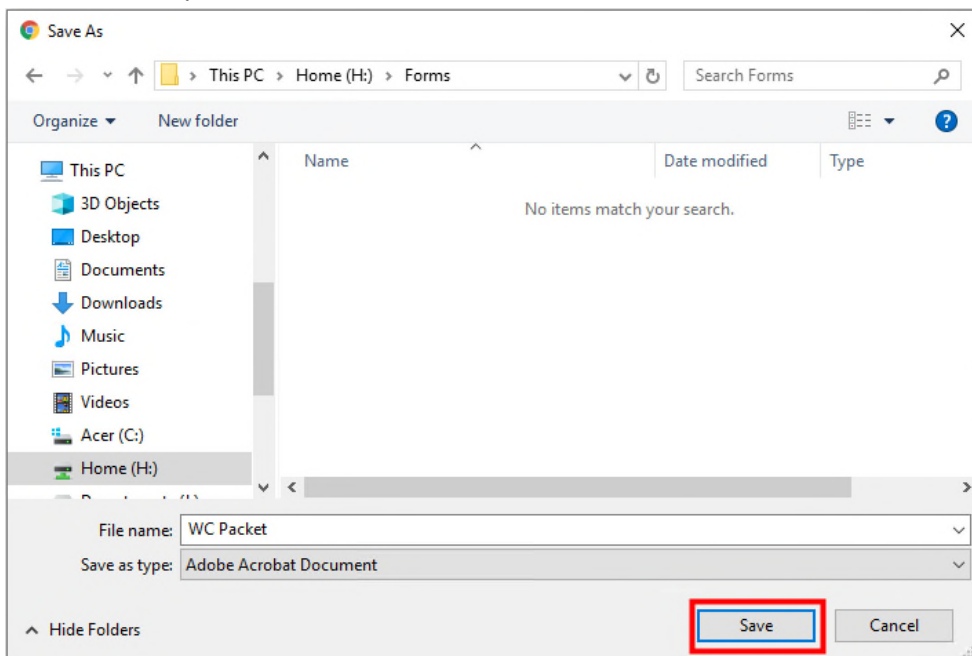*The fillable form functionality requires the use of Adobe Reader or similar dedicated PDF viewer/editor. If your work PC does not have Adobe Reader please contact IT. For your personal computer the free Adobe Reader download is available at https://get.adobe.com/reader/.

1. Right Click on the link of the desired form and select "Save link/target/file as…"
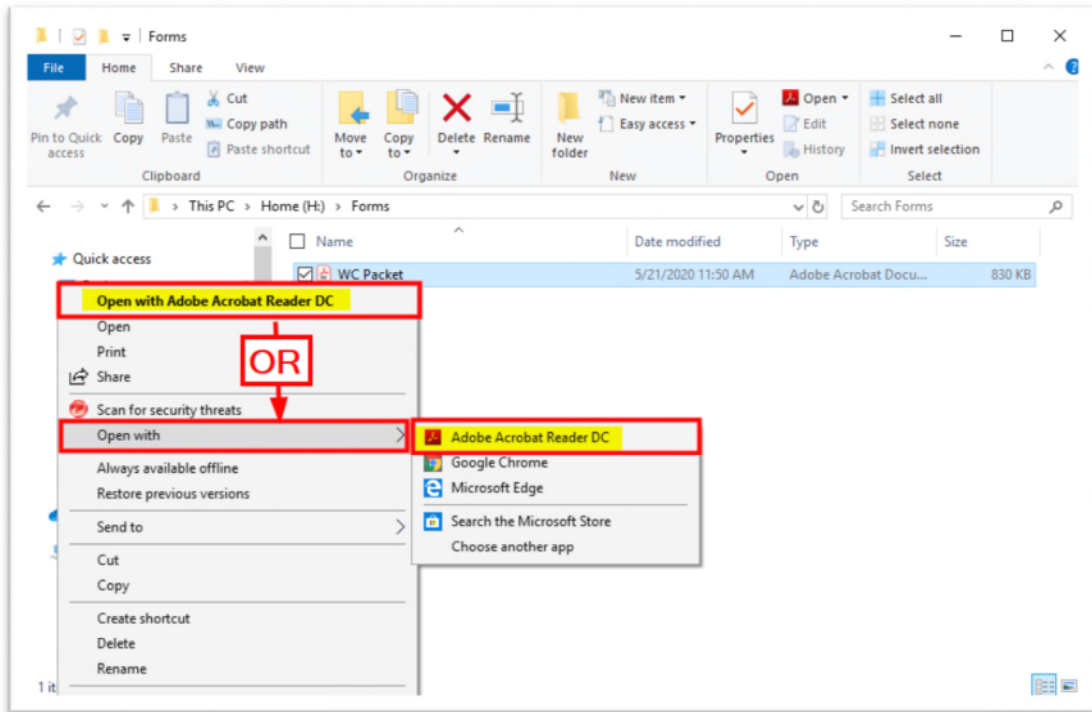


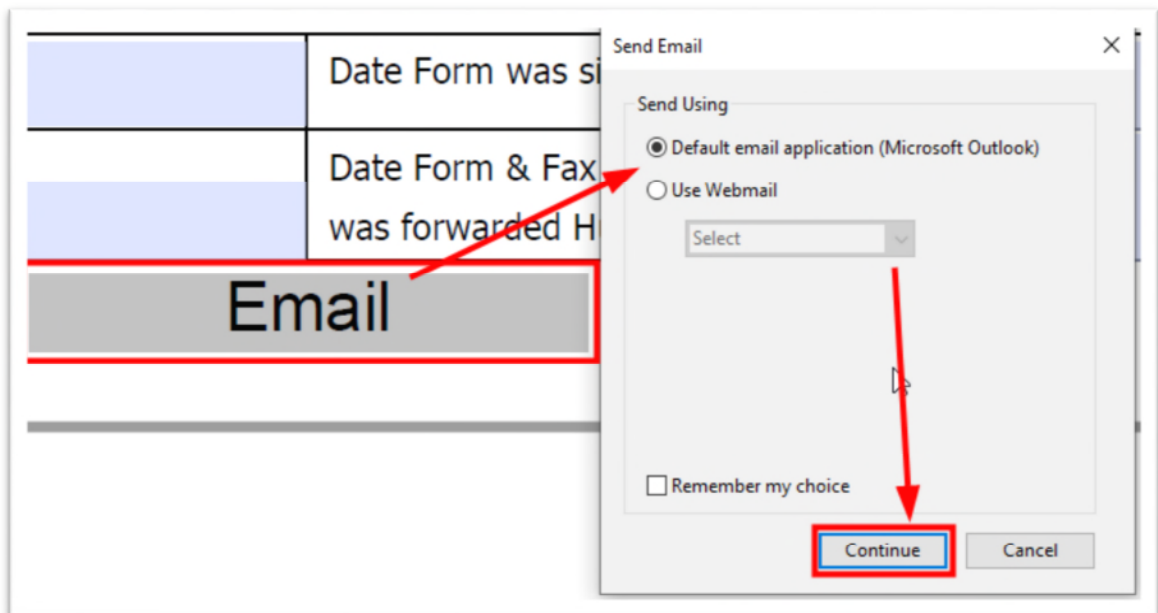2. Choose where you would like to save the form and click "Save"



3. Open File Explorer  and navigate to the form location from step 2 above

4. Right click on the form and select "Open with Adobe Acrobat Reader" (or similar PDF viewer/reader)



5. Fill in form fields
6. Once completed save the PDF for your records
7. Click the "Email" button in the PDF to email the form. (Alternatively, you can compose a new email and attach the saved PDF)
    a. Select either the default email application or a webmail account then click "continue"



    b. Compose the email in your email client and send the email