

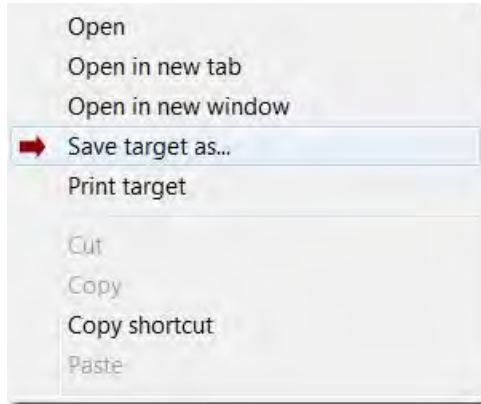
INSTRUCTIONS ON HOW TO USE THE FILLABLE PDF

To open and complete a fillable PDF form, you will need Adobe Reader 7 and above (version XI is recommended). If you do not have it installed on your computer, you may download the latest version free of charge from <http://get.adobe.com/reader/otherversions>.

It's recommended that you first download/save the PDF form to your computer or network drive, and then open it with Adobe Reader and fill it. We **do not** recommend using **any** web browser to open the form as most have issues with fillable PDF forms.

How to download/save the fillable PDF to your computer:

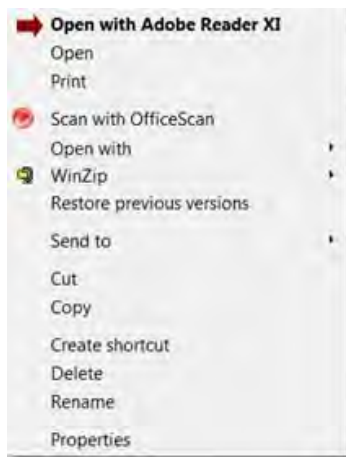
- Right click on the form link (Apply Button) and select "Save target as..." or "Save link as..."



- Choose location where you want to save the form and then click the "Save" button

Opening the saved form in Adobe Reader:

- Right click the saved form and choose "Open with Adobe Reader XI" from the list of available options



Filling the form using Adobe Reader:

- You can either type information directly into each field or cut and paste text from your own word processor.
- The font is preselected and cannot be changed.
- You can only type regular text (upper and lower cases); the system will not accept underlined text, bold or italics, script or formulas, curved or slanted apostrophes, double quotation marks or long dashes.

Saving and submitting the form

- You can save your data and re-open the file later to modify or enter additional information.
- To save the form either click the save icon in the top ribbon of Adobe Reader or use the save button at the bottom of the form
- Once the form is complete you can submit by email using either of these methods:
 1. Using the submit button at the bottom of the form (you will be prompted to “Select Email Client” – choose the appropriate option and click “OK” – your Email will automatically open with the completed form as an attachment)



2. Open your email client and insert the completed form as an attachment

Apple users

Do not use the Preview program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly, and allow us to read the results once back on a Windows machine. Most MAC users do not already have Adobe Reader. Please use the link above to install it on your machine. Restart your computer if prompted.