


## Information that may be helpful in using the fillable PDF

### 1. Using a Mac computer or iPad

- a. Using an iPad you must select the download icon  and select Acrobat Reader to save the document.
- b. You must see blue boxes to be able type on the document.
- c. Type your information in these boxes
- d. When you finish typing in your information - just close the window and it will save automatically with the same name.
- e. Open your email to compose a message and click on the paper clip symbol and select “attach a file,” next choose file and your form should be there for you to select.
- f. Send email to appropriate person

### 2. Using a PC computer or android tablet

- a. On a PC the document should open in Acrobat Reader with the blue boxes but if not you will need to also select Open in Acrobat Reader.
- b. Type your information in the blue boxes on the form.
- c. To save it – select File, Save As and the place you want it saved.
- d. Open your email to compose a message, select the same paper clip and select the file from the folder you saved it in
- e. Send email to appropriate person.

3. **You may also choose** to just open the document and type in your information, print it and mail to appropriate person.

4. **You can just print the document** as is and write in your information and mail it to appropriate.