

Steps for Successfully Completing Screen Fillable Forms

Please take the time to read these important steps for successfully completing our forms.

1. Software required to view and complete Screen Fillable PDF forms

To access, view, download, complete and print fillable forms you will need to use Adobe Acrobat Reader 5.0 (or later). Adobe Acrobat Reader is available for free and can be downloaded from the following web site:

<http://www.adobe.com/products/acrobat/readstep.html>.

2. Complete Forms Offline in the Adobe Reader. Avoid Completing Forms Online within your Browser.

Please Note: Although you can fill in a form while it is displayed within your browser, we strongly recommend that you not do so. You will lose all entered form data if you browse to other web pages in the same browser window that you are using to display the screen fillable form. You run the risk of accidentally deleting all of your entered form data by inadvertently clicking on the “back or “forward” buttons on your browser. Clicking either of these buttons will close the form and delete of all your information.

We recommend that you open the Acrobat Reader program, click on file/open and locate the form saved on your computer hard drive. Then fill out the form in Acrobat Reader independently from your browser or your Internet connection.