

Please follow these instructions:

Requirements

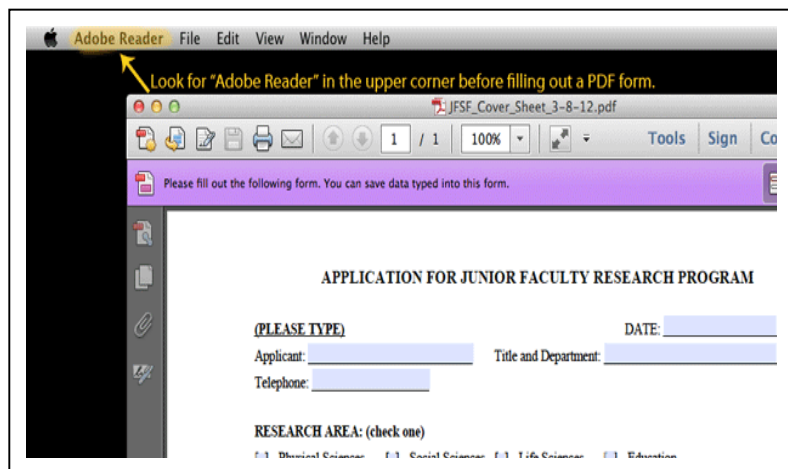
- Adobe Acrobat Pro or Adobe Acrobat Reader
- Do not attempt to complete fillable forms within your internet browser.
- Mac users must install Adobe Acrobat/Reader. Mac Preview will not work with fillable PDF forms.

Steps:

Completing the form in Mac OSX

OSX by default uses the application 'Preview' to render forms instead of Acrobat Reader. 'Preview' does not support PDF forms, therefore will not work while being used in this program.

1. Install the most recent version of Adobe Reader (<http://get.adobe.com/reader>)
2. Save the form to your local drive on your own computer and note the location of the saved file. (ex. Documents)
3. Open the Adobe Acrobat Pro/Reader application
4. On the Acrobat Reader menu, go to **File->Open**. Open the file from the location in which you saved it. *The form will not work if you simply double-click it, unless Acrobat/Reader is already your default PDF viewer.*
5. Complete the form and save the changes before emailing or printing.



Completing the form in Windows

1. Install the most recent version of Adobe Reader (<http://get.adobe.com/reader>)
2. Save the form to your local drive on your own computer and note the location of the saved file. (ex. My Documents)
3. Open the Adobe Acrobat Pro/Reader application
4. On the Acrobat Reader menu, go to **File->Open**. Open the file from the location in which you saved it.
5. Complete the form and save the changes before emailing or printing.