

## **Instructions to Fill and Save:**

**If you intend to save the filled in form, you must open the document in Adobe.**

**Please do the following:**

- 1. DOWNLOAD the document from email or website**
- 2. SAVE the document onto your device**
- 3. GO TO the saved document**
- 4. RIGHT CLICK the document**
- 5. SELECT TO OPEN WITH Adobe**
- 6. Proceed with filling in the document and save it! You should be able to re-open the document with all of the entered text still in place.**
- 7. The document is now ready to be attached and returned!**