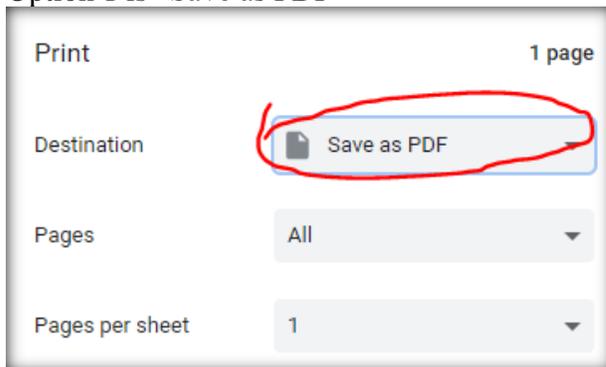


1. When you open the document from the link above, complete the fillable pdf with required information.
2. At this point, you have the option to print the document to pdf.
 - a. Select the “print” function by clicking on the little printer icon

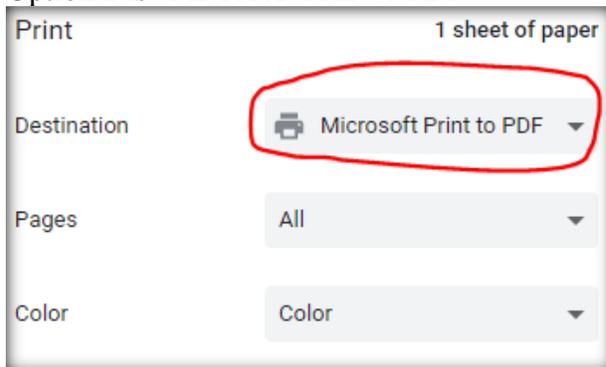


- b. Select the appropriate printer destination. You should have at least one of the three options below.

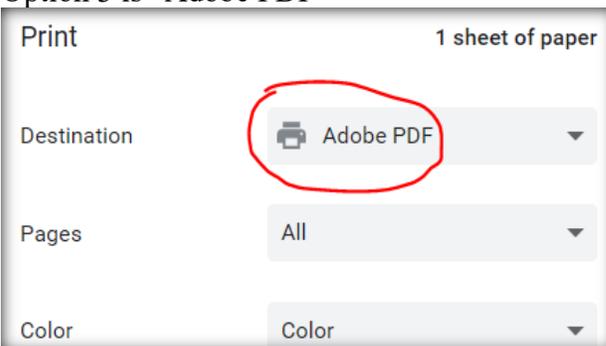
❖ Option 1 is “Save as PDF”



❖ Option 2 is “Microsoft Print to PDF”

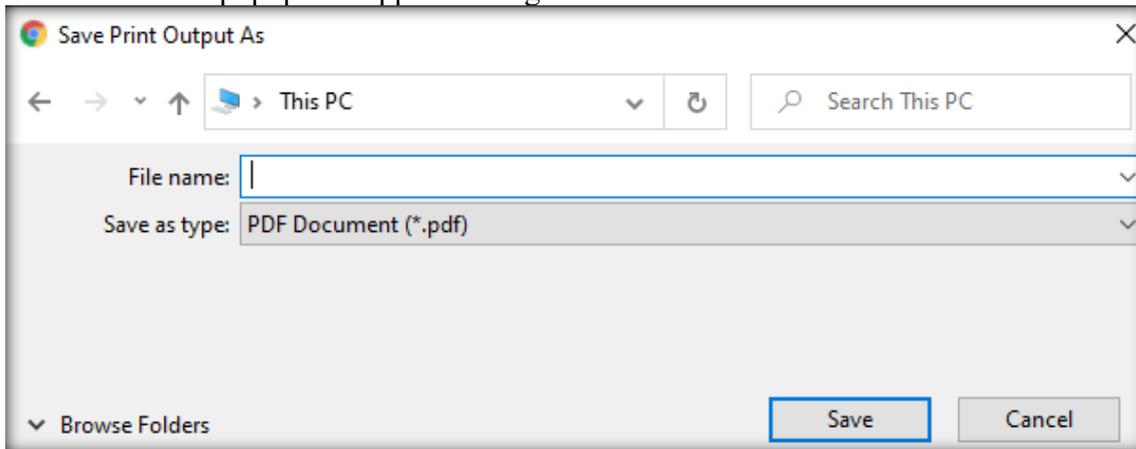


❖ Option 3 is “Adobe PDF”

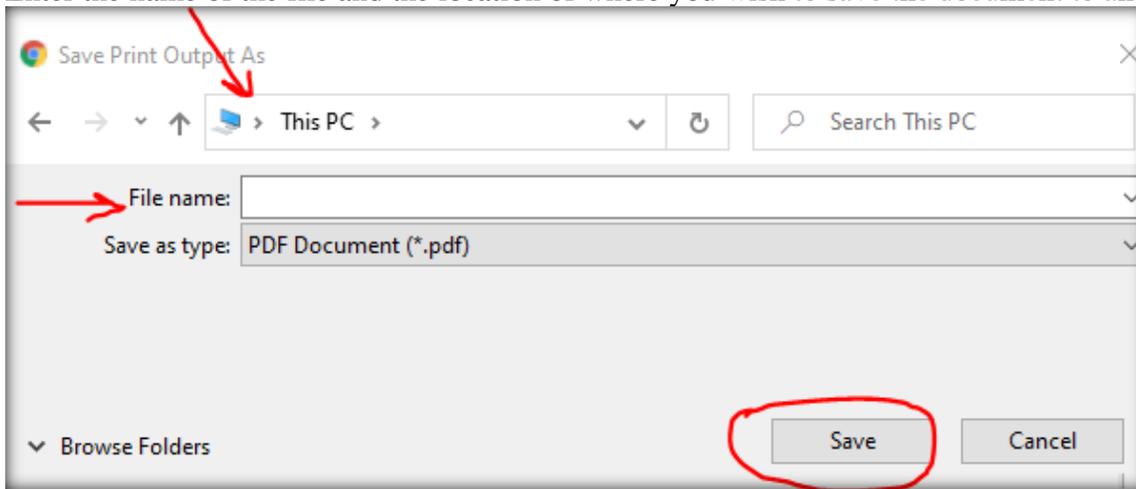


PRINTING TO PDF

- c. Click “Print”. A popup will appear asking for the file name and the location to save the document.



- d. Enter the name of the file and the location of where you wish to save the document to and select “Save”



- e. The document should no longer be a fillable PDF and you should no longer be able to see the “Clear Form” function.

