



# Instructions for using a fillable PDF form

**Please review the following to successfully complete a fillable PDF form.**

Our fillable forms enable you to start with a blank form, enter data, and save it, but you also have the option of printing the form off and completing it manually.

The most common issue people encounter with PDF forms is browser-based. Some browsers will open the PDF form with their own viewer, which can't handle the features of the form. To solve this problem, you will need to save the PDF form to your computer (for example, Desktop or Documents) and then fill it out. Do not complete the form within your web browser, or your data will NOT be saved.

You can download Adobe Reader, which is available for [free from Adobe](#).

For more information on using PDF forms, visit:

- [Adobe Fill & Sign mobile app for iOS](#)
- [Adobe Fill & Sign mobile app for Android](#)
- [Fill and sign PDF forms](#)

## How to complete fillable PDF forms

- Use the mouse to click on a specific field.
- Use the Tab key to move through the fields. Shift + Tab will take you to the previous field.
- Use the space bar or click the mouse button to mark or unmark a box.
- If a form is more than one page, use the scroll bar to move from page to page.

## How to download the form to your computer

1. Click the link on the website to download the PDF form.
2. Save the form to your computer by clicking the **Download** icon at the top right of the screen.



3. Close your web browser and open the form from your computer using the Adobe Reader. You are now ready to fill out the form.
4. Enter your information as indicated. Note: You can save your information anytime and return to the form later if you do not complete it all in one sitting. Always save your document before closing it.
5. After completing the form, ensure it's signed by the appropriate individual(s). You may enter signatures digitally or print the form and have it signed manually.
6. Save a final version of the file to your computer.