

If you are having trouble with the fillable pdf, please see the below instructions. Alternatively, you can download and use the free Adobe Reader application or you can search for instructions on using your specific browser/operating system combination with a fillable pdf.

Here are the instruction to save the fillable PDF on Windows and Mac, 2 methods per operating system.

Windows:

- Google Chrome:

- 1. Open fillable PDF in Chrome browser, can be done by dragging the file into a blank Chrome tab, or right clicking the PDF, clicking "Open With", and choosing Chrome.
- 2. Fill out the PDF with information.
- 3. Once done, click the print icon in the top right corner.
- 4. In the "Destination" tab, make sure to switch it to "Microsoft Print to PDF".
- 5. Click the print button and choose the destination to save it to.
- 6. The PDF should now be saved with the filled information.

- Microsoft Edge:

- 1. Open fillable PDF in Edge browser, can be done by dragging the file into a blank Edge tab address bar and pressing enter, or right clicking the PDF, clicking "Open With", and choosing Edge.
- 2. Fill out the PDF with information.
- 3. Once done, click the print icon in the top right corner.
- 4. Under the "Printer" tab, make sure to switch it to "Microsoft Print to PDF".
- 5. Click the print button and choose the destination to save it to.
- 6. The PDF should now be saved with the filled information.

Mac:

- Mac Preview:

- 1. Open fillable PDF in Mac Preview simply by clicking on the PDF.
- 2. Fill out the PDF with information.
- 3. Once done, click the "file" tab in the top left of the preview bar.
- 4. Toward the bottom of the dropdown menu, click the option, "Export as PDF".
- 5. Choose the destination to save it to, then click "Save".
- 6. The PDF should now be saved with the filled information in the specified location.

- Google Chrome:

- 1. Open fillable PDF in Chrome browser, can be done by dragging the file into a blank Chrome tab.
- 2. Fill out the PDF with information.
- 3. Once done, click the print icon in the top right corner.
- 4. In the "Destination" tab, make sure to switch it to "Print to PDF".
- 5. Click the print button and choose the destination to save it to.
- 6. The PDF should now be saved with the filled information.