



Instructions for completing a fillable PDF form

About Fillable Forms

The data entered on a fillable PDF form is attached to the form when you save it. This gives you the option of updating the form at a later date.

Minimum Software Requirements

- Adobe Acrobat Reader 7.0 or later
- Download from [Adobe](#)

Filling out and Emailing a Form

There are two ways of using fillable PDF forms.

Option 1 (Recommended)

This option saves a copy of the form on your computer. This is the only option you can use if using web mail. This option gives you the most flexibility with saving, updating and emailing the form.

1. Enter text into the input fields on the form.
2. Save the form to your computer.
3. Close the form.
4. Open your email application or web mail.
5. Send the form as an email **attachment** to the email address listed on the form.

Option 2

This option does not save a copy of the form on your computer. This option works if you have a desktop email application.

1. Enter text into the input fields on the form.
2. Send the form using the "Send" button on the form. This will automatically send the form to the email address on the form.

Updating a Saved Form

You can update a previously saved form.

1. Open the form with Adobe Reader.
2. Update form data.
3. Save the form.
4. Close Adobe Reader.