



How to Download Adobe Reader and Fill Out a Fillable PDF

To properly complete this fillable PDF form, you must use **Adobe Acrobat Reader**. Other apps or browsers may not allow you to type into the form or save it correctly.



Windows Computer (Desktop or Laptop)

Step 1: Download Adobe Acrobat Reader

1. Open a web browser (Chrome, Edge, Firefox)
2. Go to:
<https://get.adobe.com/reader/>
3. Uncheck any optional offers (if shown)
4. Click **Download Acrobat Reader**
5. Open the downloaded file and follow the installation prompts

Step 2: Open the PDF

1. Locate the PDF on your computer
2. Right-click the file
3. Choose **Open with → Adobe Acrobat Reader**

Step 3: Fill Out the Form

1. Click inside each fillable field
2. Type your information
3. Use the Tab key to move between fields if desired

Step 4: Save the Completed Form

1. Click **File → Save As**
2. Choose a location (Desktop or Documents recommended)
3. Click **Save**

⚠ Important Notes

- **Do not fill out the form in a web browser** (Chrome, Safari, Edge preview)
- **Do not use third-party PDF apps**, as fields may not save correctly
- Always **save a copy** after completing the form
- If emailing the form back, **attach the saved copy**, not the original blank file