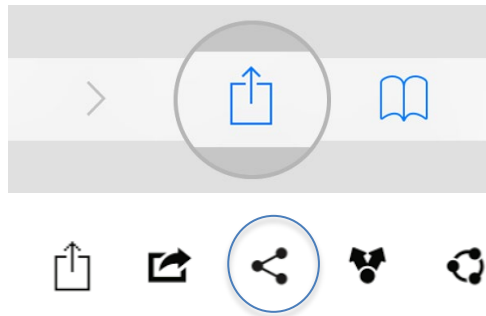




## Instructions for Completing a Fillable PDF Form

- **If you are using a desktop/laptop computer:**
  - Use **only the latest version of Adobe Reader** to complete the fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.
  - **Before** completing the document **save** the form (PDF format) to a location on your computer.  
(Example: Desktop or Documents)
    - Instructions: **Right click** on the form and **click** “Save as.”
    - **Save** to your Desktop or Documents.
  - Once you have saved the form to your computer, you are ready to complete the form.
  - **Open** the fillable form.
  - After you have completed the form, **save** a final version of the file to your computer.
  - When ready to email, don’t forget to attach the fillable form.
- **Complete the version saved to your desktop. If the form is completed online, the data will not be saved when sent.**

- **If you are using a mobile device or tablet (Apple or Android):**
  - Download Adobe Acrobat Reader from iTunes or the Google Play Store.
  - Form should appear with fillable boxes. Fill out by typing and using the “next” button to move to the next fillable portion.
  - After the form is completed, hit “share” button in the top right corner and invite people by email. The top photo is the “share” icon for Apple and the bottom photo is the “share” icon for Android.



- Enrollment forms should be emailed back to the FACE site where you are enrolling or back to the person who shared the document with you.
- **Adobe Acrobat Reader is a free app that allows you to fill out the form and share.**