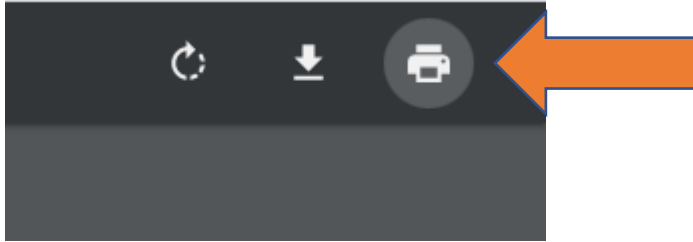
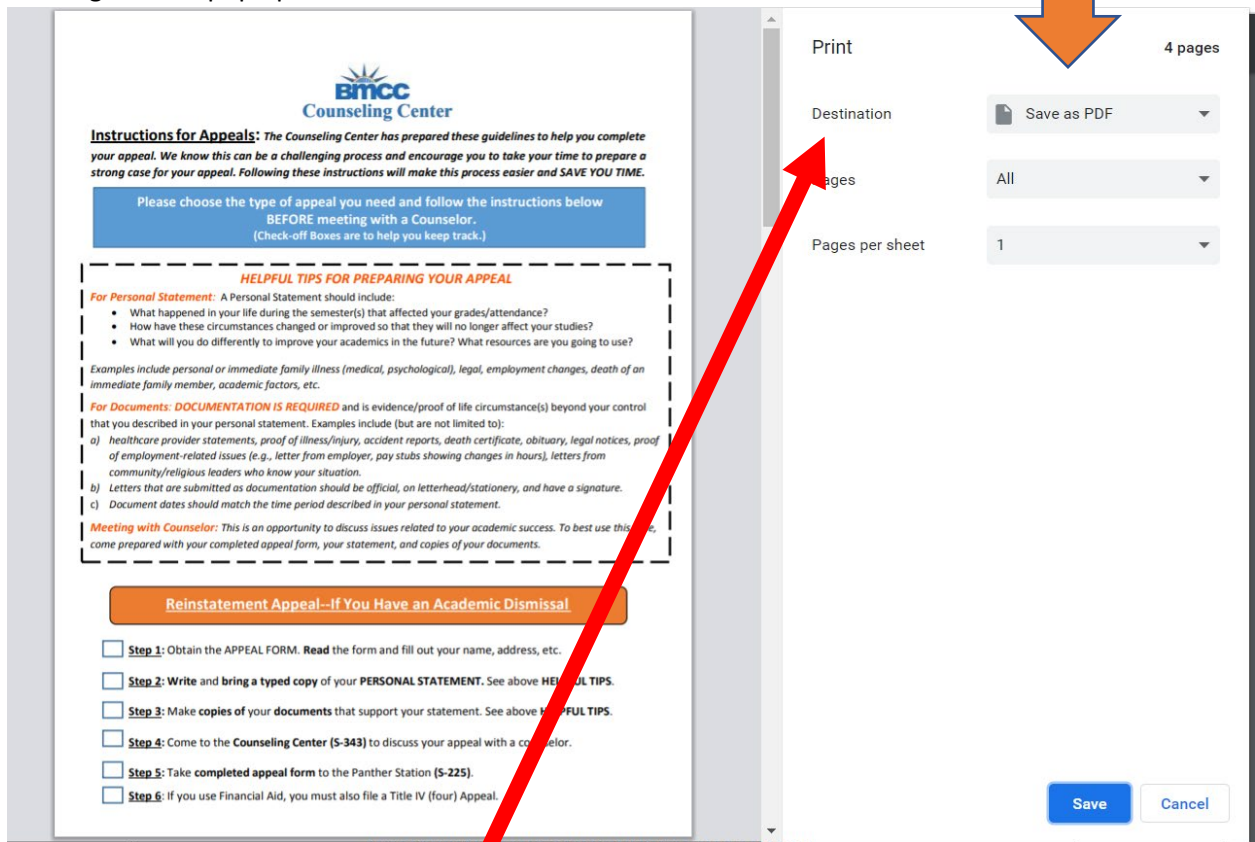


## INSTRUCTIONS FOR HOW TO COMPLETE AN ONLINE FILLABLE FORM

1. You can enter your information directly in the blue fields while online.
2. When all information is entered, SAVE that information by clicking on the Printer icon in the top right-hand corner of the page



A dialog box will pop up that looks like this:



There is a drop-down menu **DESTINATION** that will give you the following options such as Print, Save to PDF, see more, etc. (it depends on your browser).

3. Choose **SAVE AS PDF** by clicking the blue SAVE button on the lower right.
4. You will be prompted to Save it on your computer/device. RENAME under File Name: Your Name appeal



File name:

Save as type:

And then click SAVE