

## Instructions For Using Fillable Forms From the Website.

- Right click on the link you need and select “Save Link As” or “Select Target As” depending on your browser.
- If you get a message “*This action is restricted on this machine*” just click ok and the save window will open which will allow you to save it to your document location.
- **Rename** the document and save a copy as an *Adobe Acrobat Document* in a folder within your document location.
- To work with the form you will need to open Nitro first.
- On the Nitro file menu click “open” to navigate to the downloaded PDF to begin working with it.
- You will then be able to complete and edit the form as needed. Save the document when completed.