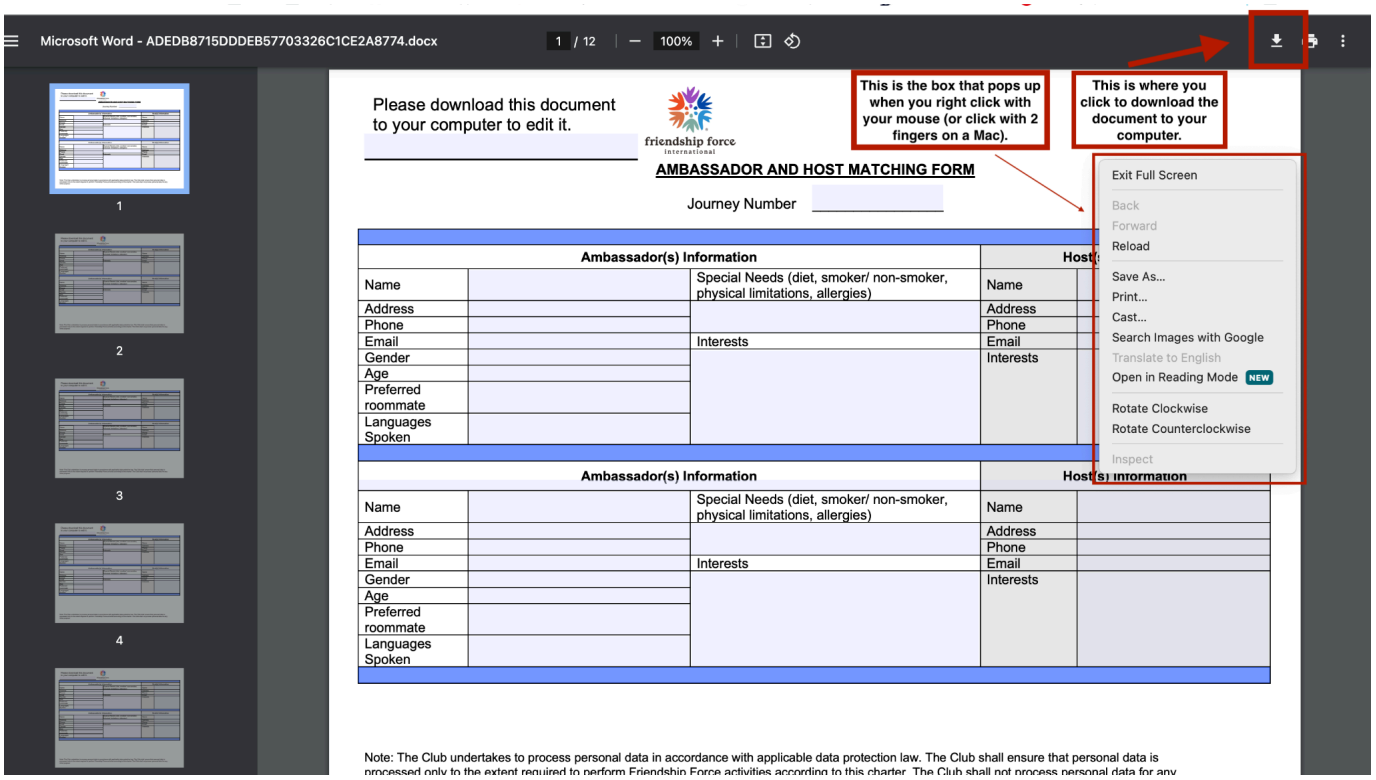
Instructions for completing a Fillable PDF form

Please review the following instructions for successfully completing the fillable PDF form:

- **Important**: You need to save the document to your computer before filling it out. Do not complete the form online within your web browser, your data will NOT be saved. To save it, either right click with your mouse and click “Save As” and save it to your computer. Or click the download arrow in the top right hand corner and download the document to your computer.



- Use only the latest version of Adobe Reader to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at http://get.adobe.com/reader/.
- Once you have saved the form to your computer, you are ready to complete the form.
- Open the form.
- After you have completed the form, save a final version of the file to your computer.
- You can then attach the document to an email message to send to the journey coordinator.