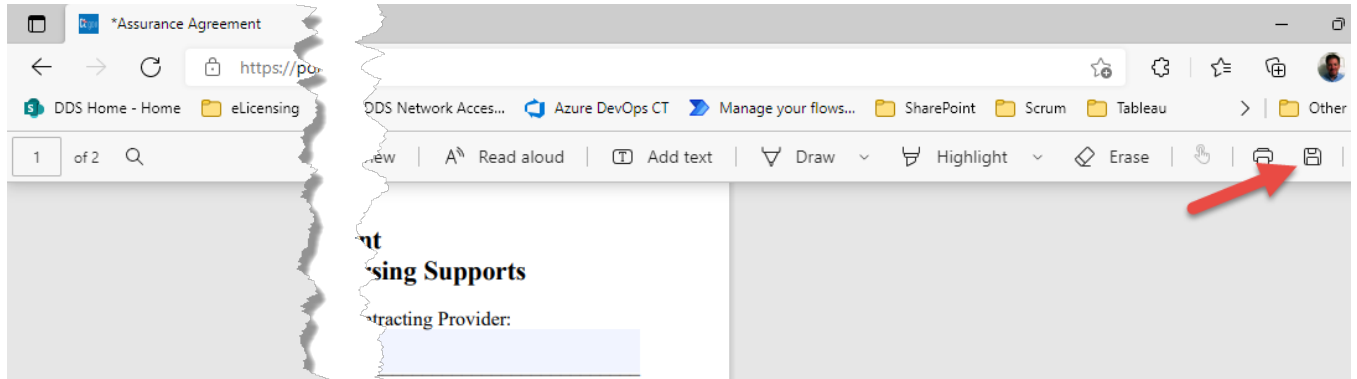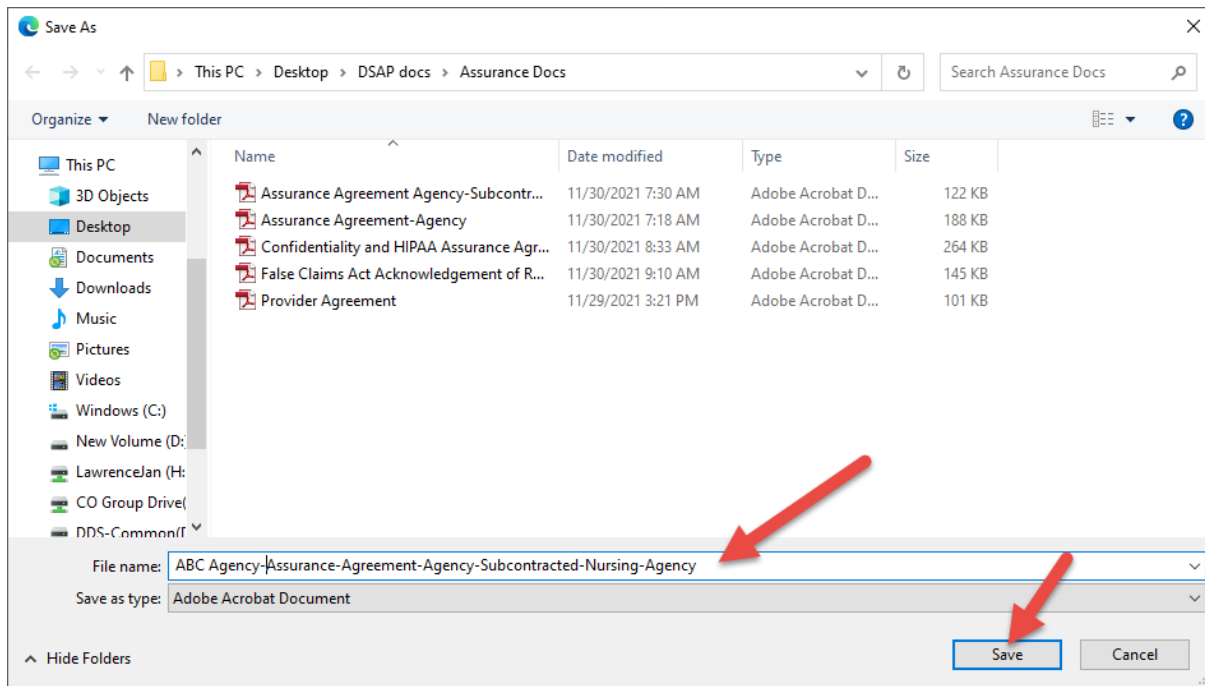# Fillable Form - Print to PDF

1. After clicking a link to the applicable fillable form in the browser. Hover over the doc and choose the **Save As...** icon from the drop-down menu.
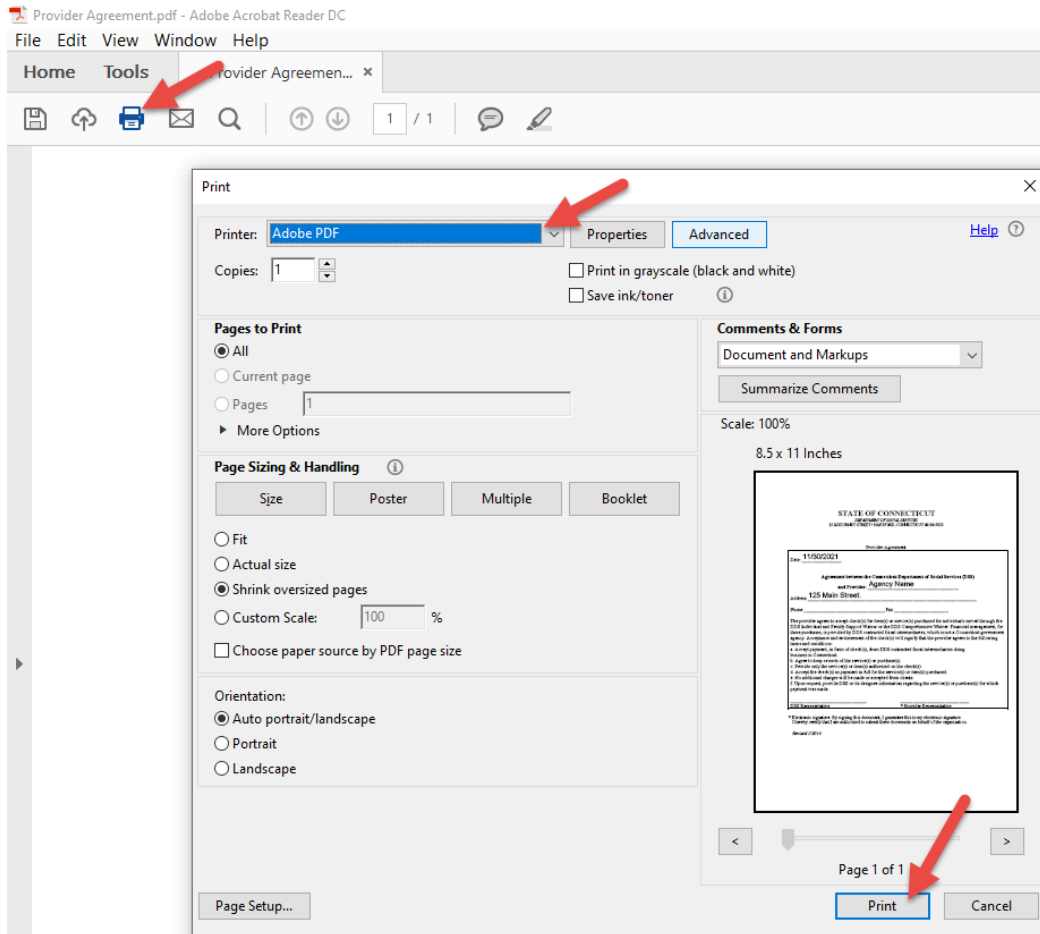

2. In the **Save As...** window, update the File name and prefix the Individual or Agency Name to the Document Name and click the **Save** button.
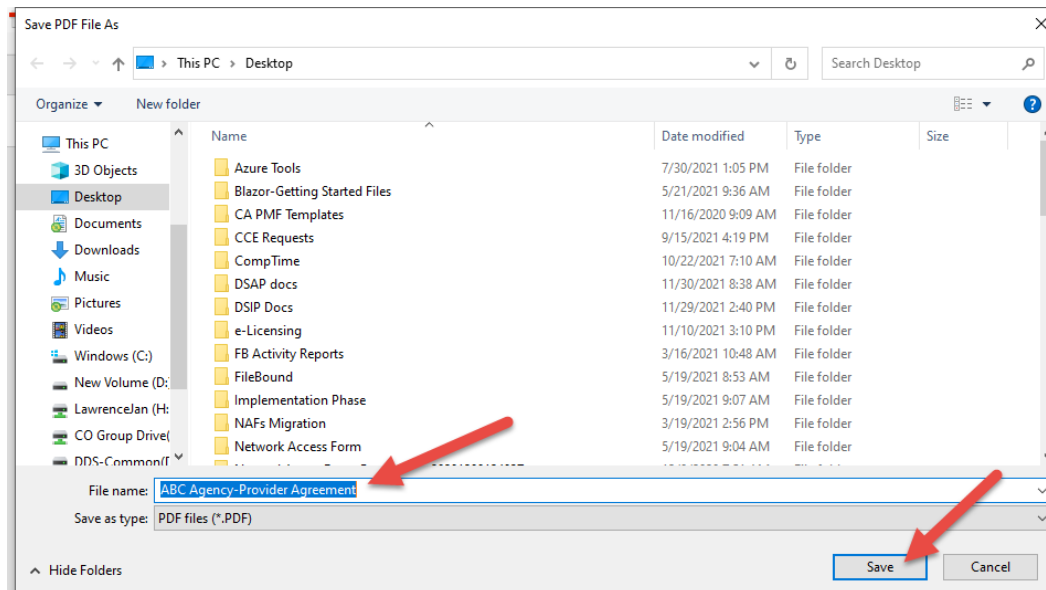
Fillable Form - Print to PDF

3. Navigate to where the form was saved on the computer and open the form in Adobe Reader. After filling out the form, click on the **Printer icon**, choose "**Adobe PDF**" for the Printer field and then click the '**Print**' button.

4. In the **Save PDF File As** window, update the **File name** and prefix the name of the individual or agency to the document name, note the **Save as type** is defaulted to **PDF files(*.PDF)** and click **Save**.

5. The completed form will now be saved with the entered information and will be Read only. Upload the completed document per the instructions that are provided during the application process.