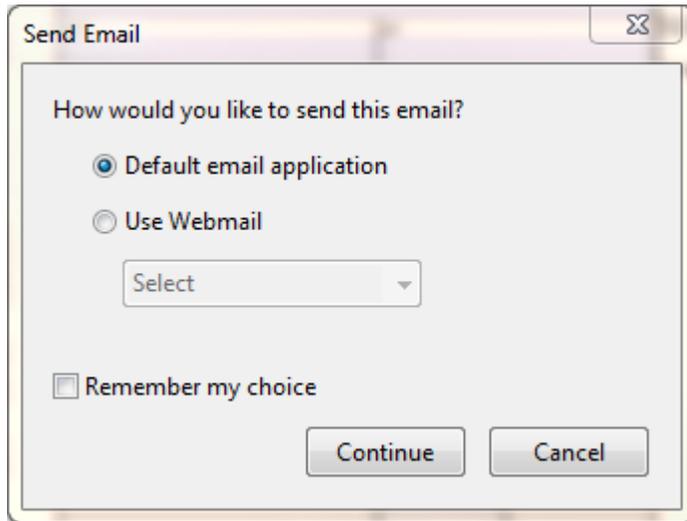


Submitting a PDF form

If the form has a “Submit” button, you will be able to fill out the form and submit it when you’re done. These instructions will guide you through the process.

Fill out form completely and click on the Submit button. A window similar to this will pop up.



Submitting the form using your Desktop email application (ie: Outlook or Thunderbird)

1. Select **Default email application** and press the **Continue** button.
2. A new composed email will appear in your email application with the form attached.
3. Attach any other needed documents to that email.
4. Send it out

Submitting a form using a Yahoo or Gmail webmail service

1. Select Use Webmail.
2. The dropdown will give you a choice of Yahoo, Gmail, or Other
3. When you select Yahoo or Gmail, another window will pop up asking for your email address. Type it in and press the **OK** button.
4. Your email address will now appear in the dropdown field. Press the **Continue** button.
5. A Yahoo or Gmail login window will appear, depending on the email you selected.
6. Enter in your email address and password to log into your webmail.
7. A permissions screen might pop up asking to authorize access to Adobe Acrobat . Click on **Agree** or **Allow**.
8. A draft message will be created in your webmail application with the form attached.
9. Attach any other needed documents to that email.
10. Send it out