

Attachment 2 – Technical Instructions

Some web browsers may not let you see our PDF forms when you click on the link to them. In such cases, you will need to manually download the form and open it from your computer. Follow the instructions below to do so.

To view a PDF document, you must have a PDF reader installed. Download the file to your computer and use [Adobe Reader 10 \(or higher\)](#) to read it.

PC users:

1. Right-click the link of the PDF file you want to save.
2. Select “Save target as” or “Save link as.”
3. Choose the location on your computer where you would like to save the file.
4. Select “Save.”
5. Use Windows Explorer to get to the location on your computer where you saved the file.
6. Right-click on the PDF file.
7. Select “Open with.”
8. Select “Choose program.”
9. Select “Adobe Acrobat Reader.”
10. Make sure to check the box that says “Always use this program to open these files.”
11. Select “OK.”

Mac users:

1. Press the Control (CTRL) key and click on the link of the PDF file you want to save.
2. When the option menu appears, choose “Download link to disk” or “Download linked file.”
3. Choose the location on your computer where you would like to store the file. Your computer will start the download once you have selected a location.
4. Use Spotlight or Finder to [look for the downloaded file](#).