

Instructions for Completing TSSA's PDF Fillable Forms

To further improve customer service, clients now have the option—on certain forms—to complete the PDF forms electronically, instead of manually writing or typing the information on a hard copy version.

To fill out a form

- Select the hand tool from the Acrobat toolbar menu.
- Position the hand pointer inside a form field, and click. The I-beam pointer allows you to type text. The arrow pointer allows you to select a field, a check box, a radio button, or an item from a list.
- Press **Tab** to accept the form field change and go to the next form field.
- Press **Shift+Tab** to accept the form field change and go to the previous form field.
- **Check Boxes** - To insert a check inside a check box, use the spacebar or click your left mouse button. To de-select a box, left-click on it again.
- In a **multi-line** text form field, **Enter** or **Return** goes to the next line in the same form field. When you've finished in the field, hit **Tab** to move to the next field.
- To clear the data from **all fields** and **start over**, click on the "**Clear Form**" button located at the top and bottom of the form.
- To print, click on the "**Print Form**" button located at the top and bottom of the form. Before printing, be sure to tab out of the field in which data was last entered. Print the form after you've entered and verified the data.

Specific fields

- **Dates** - Unless otherwise specified, all dates must be entered in the format yyyy/mm/dd
- **Telephone No.** - Standard area code and telephone number
- **Signatures** - A fillable form that requires a signature **must be signed by hand** after you've completed and printed it.

Printing forms that you've filled out

- Before printing, check the form's page size: some of them should be printed on legal-size paper (8.5"x14"). The Adobe Reader indicates the page size -- along with the number of pages -- in the lower left-hand corner of your screen.
- To change the paper size, click on **Properties** or **Setup** in the print dialog box.

Submitting forms that you've filled out

- Please note that it is not possible to electronically submit these forms -- you must print it.
- Manually sign the form (if applicable).
- Before submitting your printed form, either make a photocopy or save an electronic copy on your own computer (see Software Requirements below) for your records.

Software Requirements

To view, complete and print fillable forms you will need the freely available Acrobat Reader software installed on your computer. **Acrobat Reader does not allow you to save your completed, or partially completed, forms to a disk or on your computer.** The ability to save completed, or partially completed, forms is available commercially with the Adobe Acrobat product suite.