

Instructions for Completing TSSA's PDF Fillable Forms

To further improve customer service, TSSA now provides customers with the option to complete certain PDF forms electronically, instead of manually entering the information on a hard copy version.

Before completing a fillable PDF form, please save the PDF form on your computer and open it with Adobe Acrobat Reader. Saving the PDF form on your computer before completing it will ensure that all the fillable fields will function as intended, including the function that automatically calculates fees, where applicable.

Filling out a form

- After accessing the required PDF form from TSSA's website, save a copy on your computer.
- Open the saved copy with Adobe Acrobat Reader.
- Position the hand pointer inside the appropriate 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 a form field entry and go to the next form field.
- Press **Shift+Tab** to accept a form field entry 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** will move the cursor 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 of the form.
- To print, click on the "**Print Form**" button located at the top 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.** - Enter a 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, as some of them should be printed on legal-size paper (8.5"x14"). The Adobe Reader indicates the page size and 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

- If the PDF form requires a signature, print the form.
- Manually sign the form.
- Save the signed form as a PDF.
- 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.
- If you are making a payment by credit card, access our [Service Prepayment Portal](#) and follow the submission instructions.
- For non-credit card payments, follow the instructions on the payment section of the PDF form.

Software requirements

To view, complete and print fillable forms, you will need the freely available Acrobat Reader software installed on your computer.