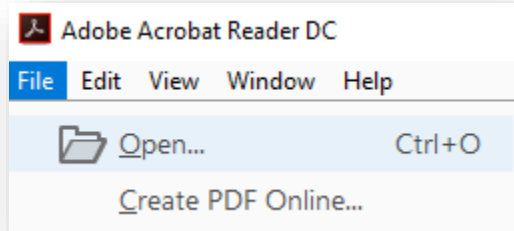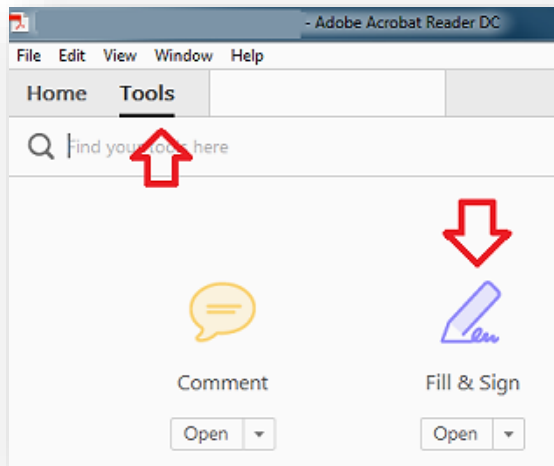# How to Fill Out Electronic PDF Forms Using Adobe Reader

Make sure that the latest version of Adobe Reader is installed on your PC. If you do not already have Adobe Reader installed, you can download it for free by going to https://get.adobe.com/reader/. Note: don't forget to uncheck the optional offers before clicking the Install now button.

1. Download and save the correct form to your computer
2. Open Adobe Reader
3. Click File in the top left corner of the screen
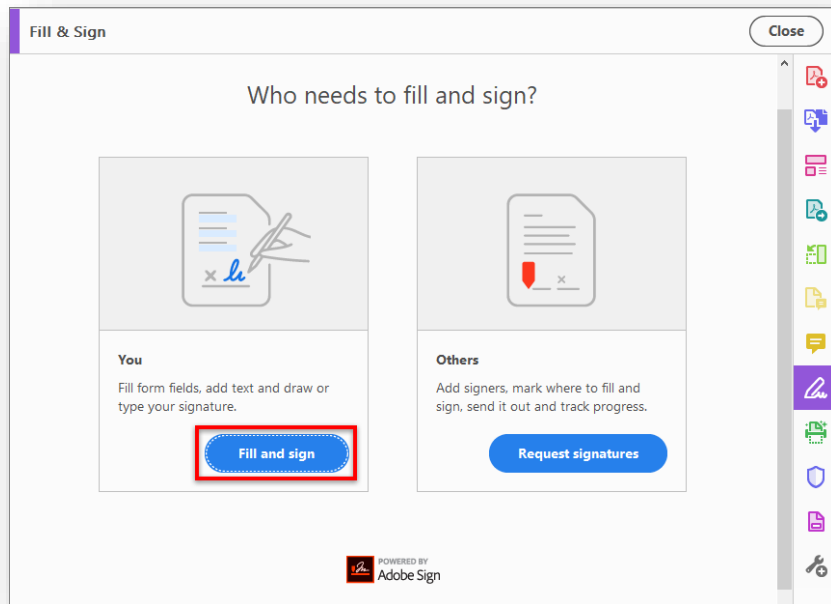4. Click Open

5. Go to the location on your PC where the PDF form you want to fill in is stored.
6. Select the PDF file and click on Open.
7. In the top left corner of the screen, click Tools
8. Open the Fill & Sign tool

Note: If you don't see the Fill and Sign option, update your Acrobat. To automatically update from Acrobat, choose Help > Check for updates, and then follow the instructions in the Updater window to complete the update process.
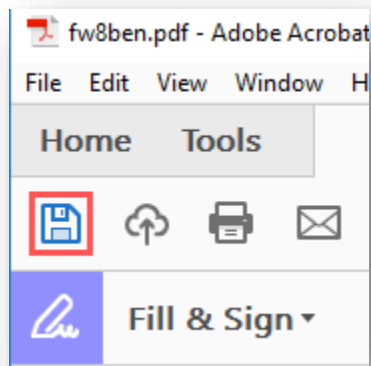
9. Click Fill and sign

10. Complete all required fields. All editable fields are displayed in blue.
    To fill in a text field, click anywhere in the blue box; the cursor will be placed at the right position automatically. Type your text to fill the field.
11. When your form is complete, click on the save button at the top left.

12. You may now close your saved document
13. Submit your completed form to us using the patient portal or via email.