**Tips for PDF Application Forms**

Our Application form uses PDF form technology. You must have a PDF reader installed to use the form correctly. There are several readers available on the Internet for free that support our form: [Adobe Reader](http://get.adobe.com/reader/otherversions/) (you must use a version of Adobe Reader 8 or higher, for example Adobe Acrobat DC Reader) or [Foxit Reader](https://www.foxitsoftware.com/pdf-reader/).

**Downloading the application form**

1. Make sure that you have Adobe Acrobat Reader 8 or higher or Foxit Reader installed on your system.
2. Select the Application form
3. When prompted to open or save the form, select the down arrow on the Save button, and select ”Save as”.
4. Select your folder location and save (file type must be PDF).
5. Reopen the form from your computer:
	1. select the “Open with” option;
	2. choose option to open with either Adobe Acrobat Reader or Foxit.
6. Make sure that the form opens in one of the Reader Softwares (Adobe or Foxit), by looking at the top of your screen.

For example, you should see

* + 1. (ESDC-EMP 5523.pdf (SECURED) – Adobe Acrobat Reader DC or,
		2. ESDC-EMP 5523.pdf (SECURED) – Foxit PhantomPDF
1. Begin inputting and save your information.
2. Before submitting your application make sure that the Application form is completed and all information saved properly.

**Moving within a form**

To move from one field to the next on the form, hit “Tab”. This ensures that you do not accidently skip over any fields.

**Forms that perform calculations**

Some sections of the form perform calculations based on the amounts you enter and will automatically calculate totals in the appropriate fields.

You are responsible for the completeness and accuracy of any information submitted. Please double-check all data you enter.

**Beware that these issues will impact your form**

* Not using recommended reader software. For example, old versions of Adobe, or Preview reader on a Mac.
* Completing the form in a browser.

**How to submit your Application**

* Refer to the Applicant Guide for instructions on how to submit your application.