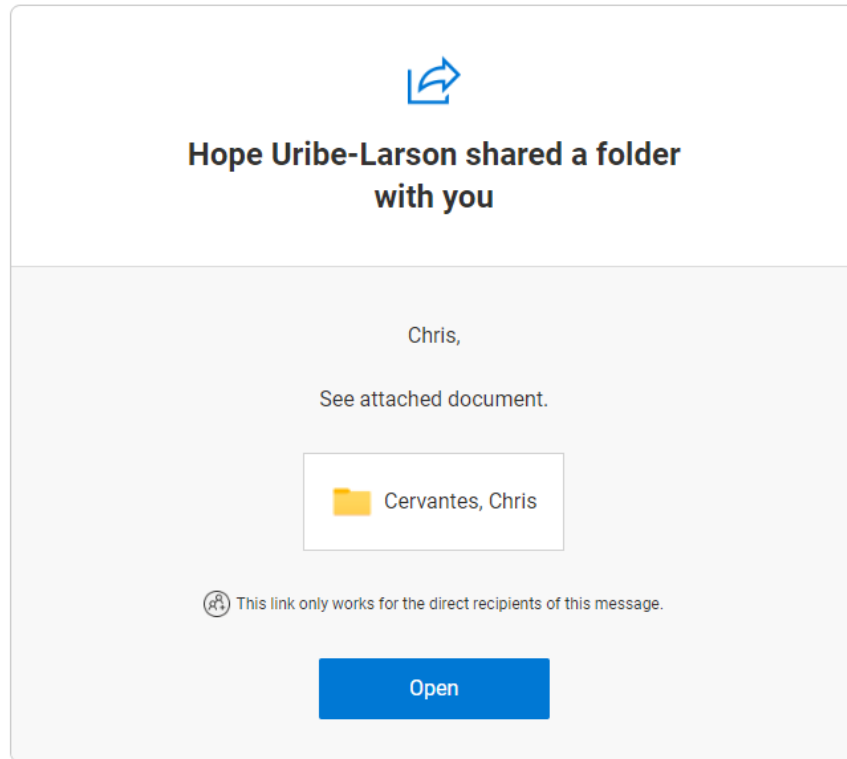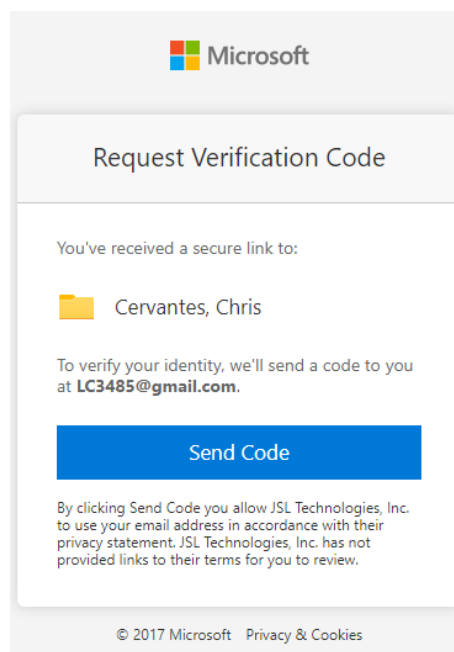1. Check your email, for the shared folder link sent from our ASFO, Hope Uribe-Larson, and click on the "Open" link.

2. Next, you will Request Verification Code. Click on "Send Code" and wait for the code to arrive in your mailbox. Please note, these codes tend to arrive in you JUNK/SPAM folders. Please check those as well.

3. Once your email arrives, type the code into the Enter Verification Code screen. Then click Verify.

4. When verification is complete, you will be signed into the shared folder. Hover and click on the check box to select it. Then click on Download.

    a. To fill out the form properly, you will need a PDF Viewer (i.e., Adobe Reader, FoxIT Reader etc.) installed on your computer. Here are links to the downloads of FoxIT Reader (Preferred) and Adobe Reader, if you don't already have one installed.
        - [FoxIT PDF Reader Download](#) – A prompt will show; select your OS System and Language. Then Run the installer.
        - [Adobe Reader DC Distribution Download](#) – Follow the steps to select your OS System, Language and Version (usually only one to choose from). Then click on the blue Download Acrobat Reader button. Then run the installer.

5. Once the file is installed, go to your "Downloads" directory, and find the downloaded document. Right click on the file, search, and select "Open with…" then a prompt with apps will appear. Find and select the reader installed on your system (either FoxIT or Adobe Reader).
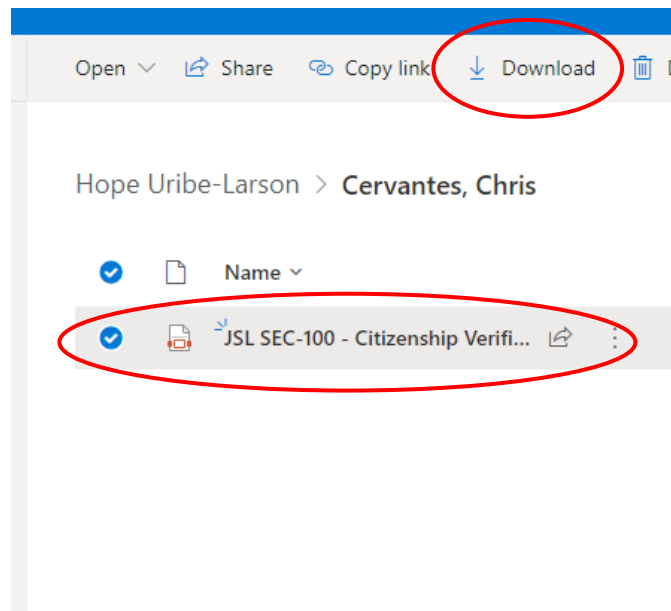
6. The file should open with the PDF viewer selected and will allow you to fill out the document.