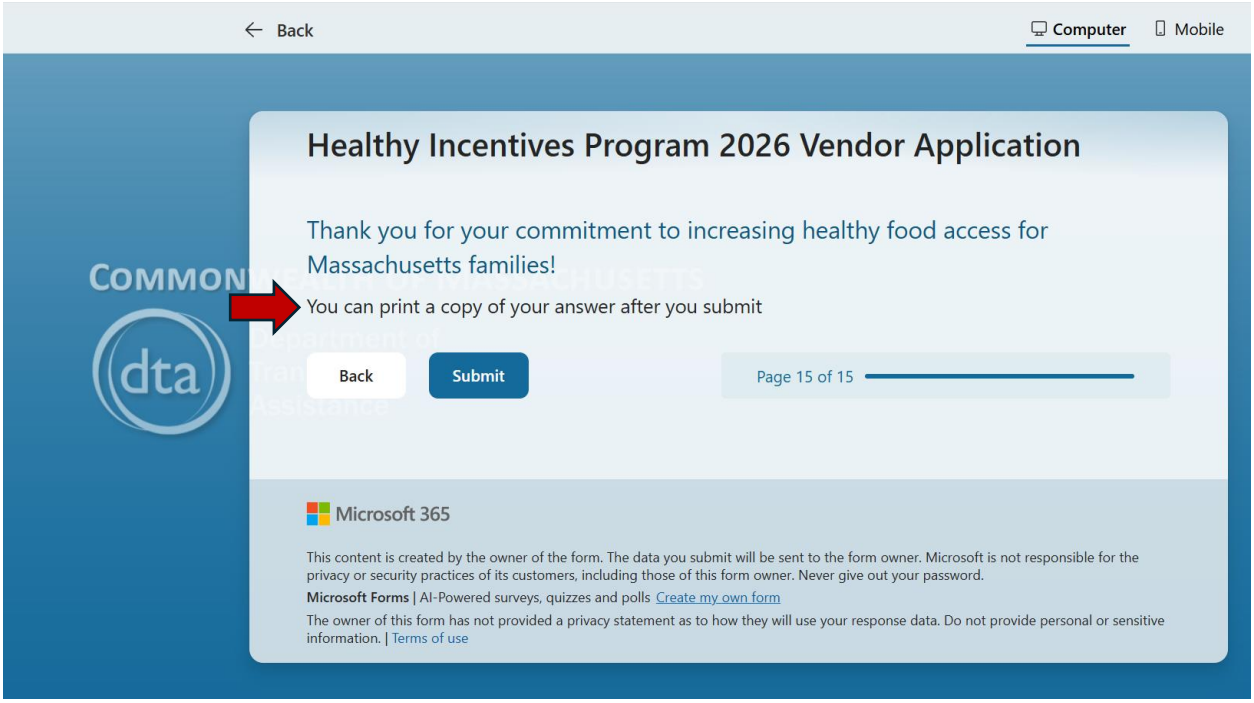
How to Save Your Responses to the 2026 HIP Vendor Application

If you would like a copy of your responses, please follow the instructions below:

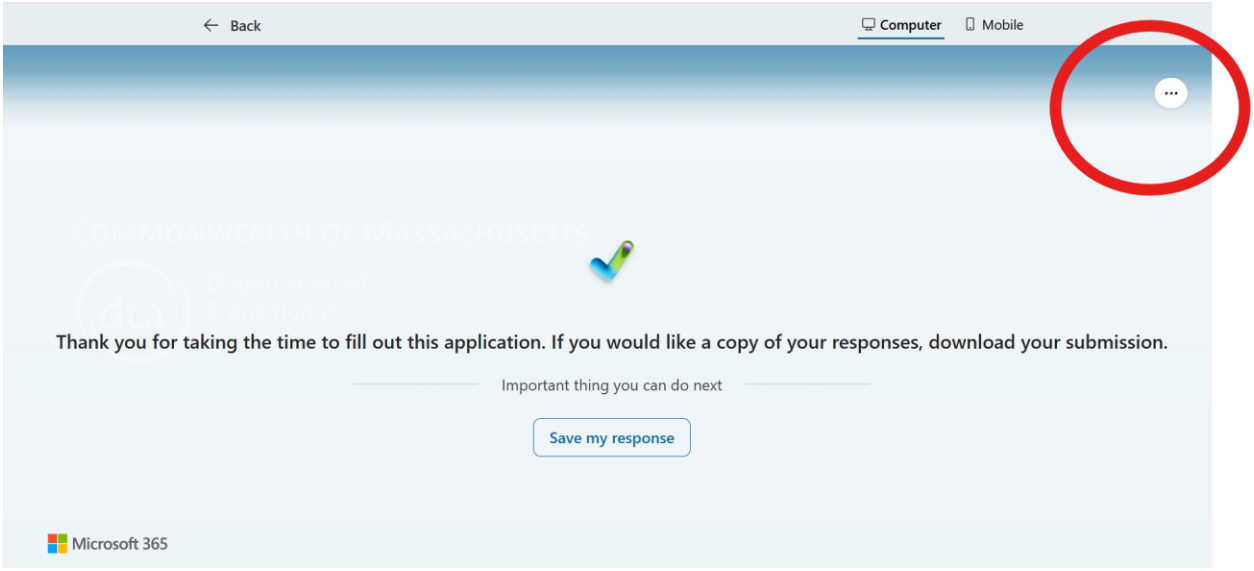
Step 1:

- When you get to the end of your application and are ready to submit you will see the message below where the red arrow is pointing.
- Click “Submit.”



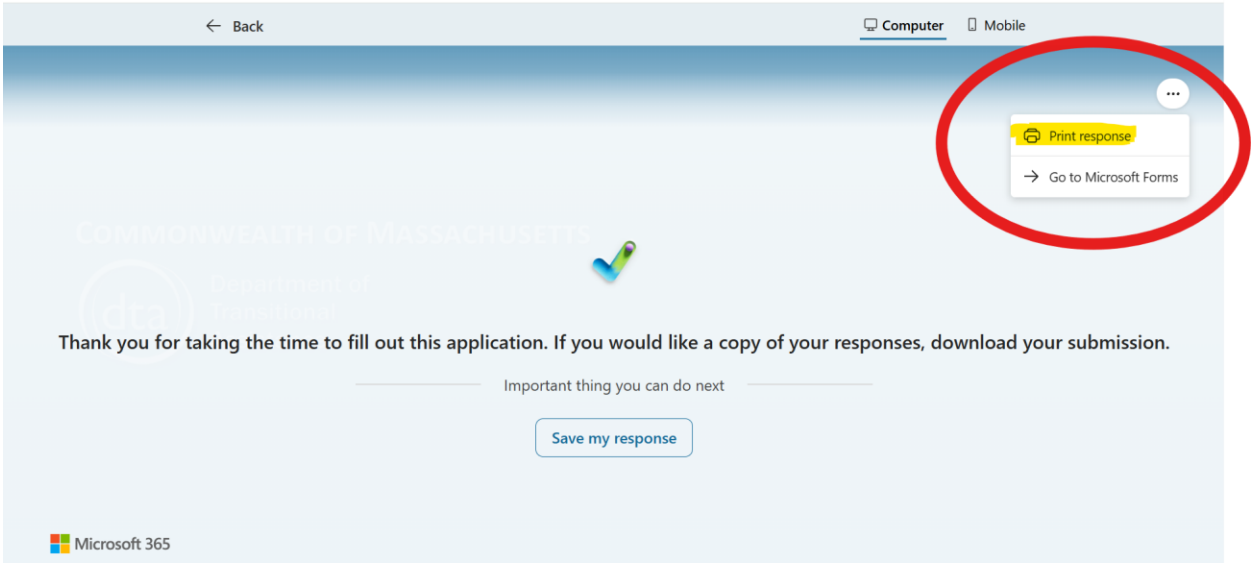
Step 2:

- Once you have submitted your application you will see the screen below.
- In the upper right-hand corner, circled in red, you will see 3 dots.
- Click on these 3 dots.



Step 3:

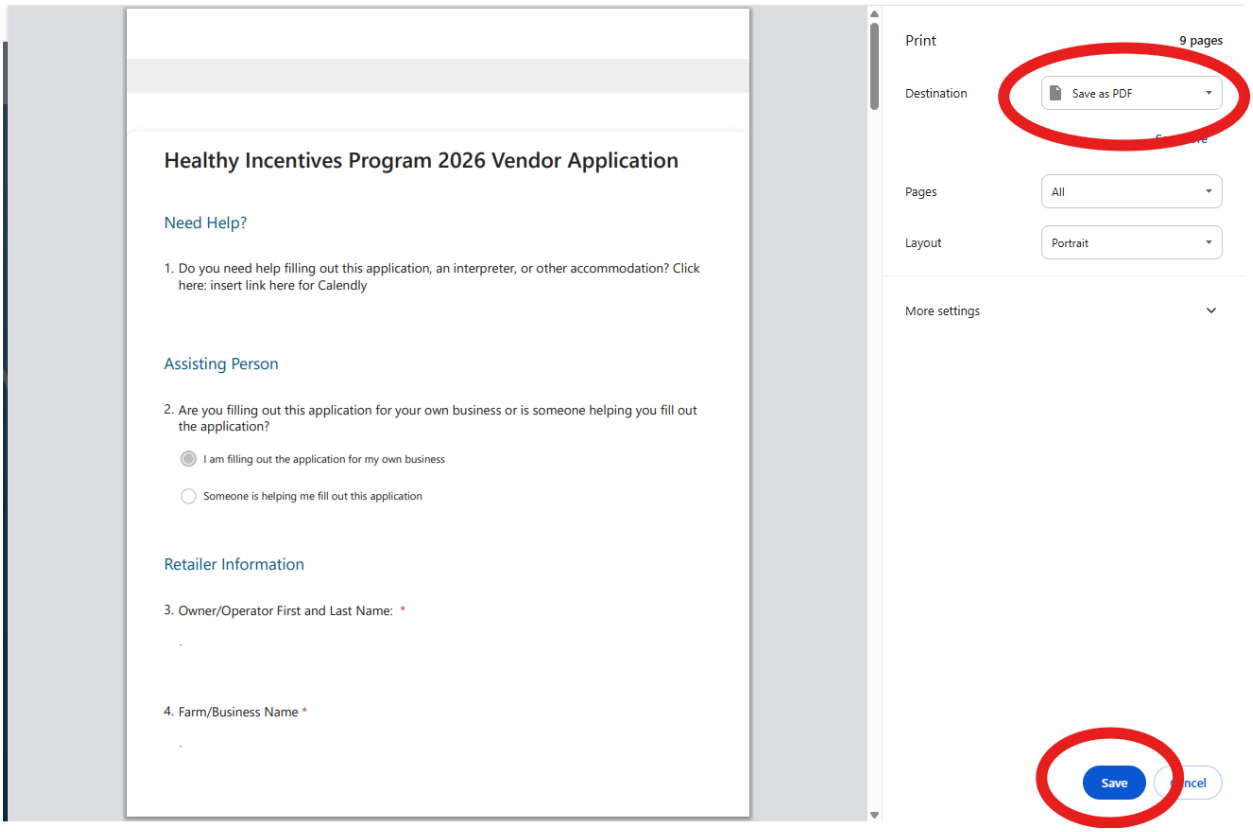
- You will see 2 options, select “Print response.”



Step 4:

A box will pop up (this could take a few moments).

- Your specific box may look different.
- If you want to SAVE your responses to access and/or print at a later time you will choose “Save to PDF,” shown below, circled in red.
- Below, you should see the word “Save,” also circled in red.
- Click “Save.”



- You should see another box pop up allowing you to choose where to save the PDF copy of your responses.
- Please choose your location on your device and click “Save.”

Your responses should now be saved on your device!

- If you are unable to save your responses to the application, please send an email to DTA.HIP@mass.gov and a copy will be emailed to you.