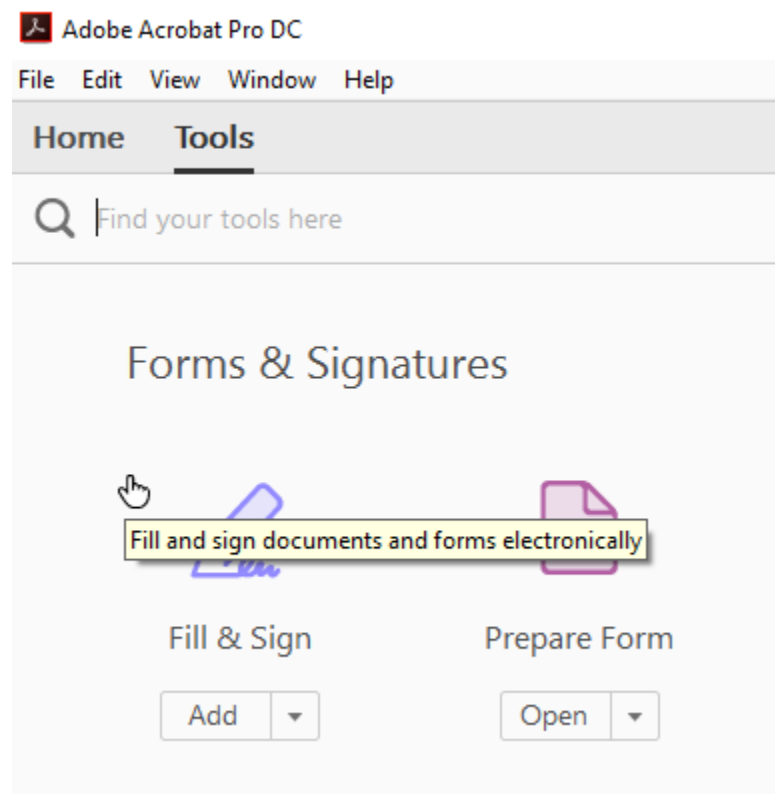# Guide on how to convert a fillable form:

Please note you will need Adobe Acrobat in order to convert the fillable form to a flat PDF. The free Acrobat Reader will not be able to convert the file.

In addition before following these steps, ensure that all the information on your form is accurate and complete.
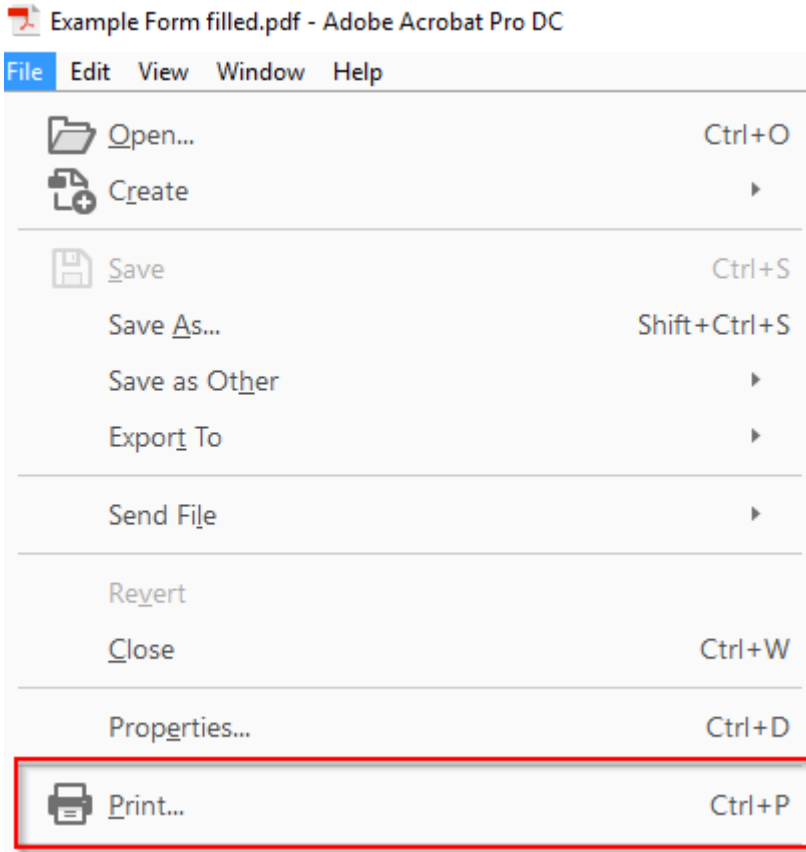
Step 1: Open the document in Acrobat

In Adobe Acrobat, choose the **Fill & Sign** or **Prepare Form** tool and select a file to upload. Fill in all necessary information.
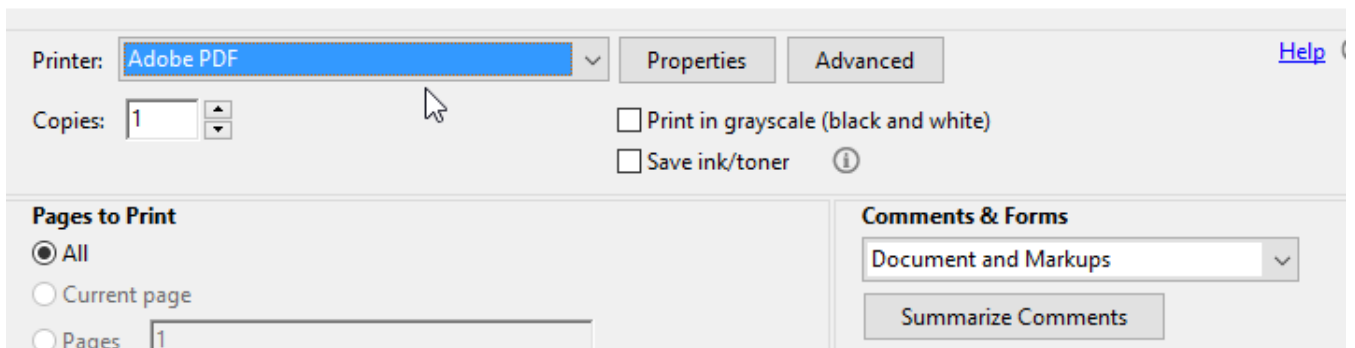
Step 2: Select File > Print

Once you complete the form, you're ready to flatten it. Go to the print settings by selecting **File > Print**.
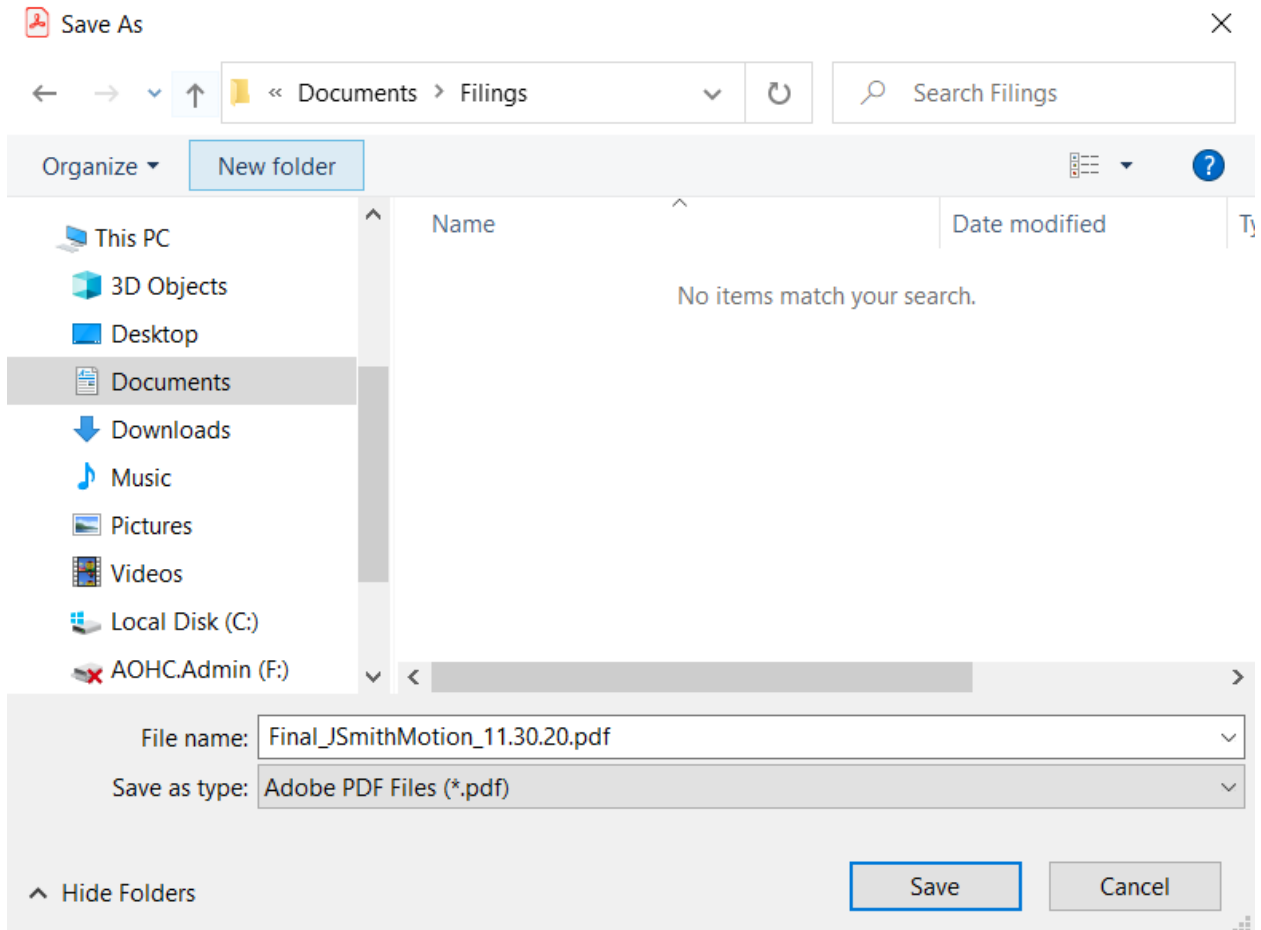

Step 3: Select the PDF printer

On the drop-down menu of printer options, choose Adobe PDF. This feature should be available automatically.

Step 4: Save to specified location

After you click **OK,** a pop-up will allow you to choose a name for the File and to save the PDF. Be sure to select a location and a unique file name that will place your document in a place where you can easily find it. Don't get it mixed up with the original fillable form!

The flattened form should be ready to view. Open it up to check once more for any changes and to confirm that the conversion worked.