

How to Save Electronic PDF Forms

We have seen an increase in blank PDF forms. Please note the free version of Adobe Reader may erase your field information when you save the form.

To prevent this error from affecting your electronic documents, follow these steps:

1. First, make sure "Save as PDF," "Adobe PDF," or "Print to PDF" is an option under your list of printers.
2. If one of the above is not listed as an option, edit this under your printer settings. Editing varies according to your computer operating system.
3. Download the form you need.
4. Open the blank form. Fill in all fillable fields and sign. (For Personal Disclosure Forms, please note electronic signatures will not be accepted.)
5. Do not save!
6. Instead, print a copy of your completed form and change your printer to "Save as PDF" or your computer's variation.
7. Click "Print."
8. A file explorer window will pop up, so you can choose a file name and destination for your new PDF. Click "Save."
9. A new copy of your form that retains all field information will be created. This new version of your form is not editable.
10. Submit the new PDF as needed.