If opening/viewing the document in Chrome- TO SAVE TO COMPUTER to send electronically

1. Open and fill out document accordingly
2. Hit “Print” in the upper right corner
3. Change destination for printing to “Save as PDF”
4. Hit “Save”
5. Give file a name
6. Hit “Save”

If opening/viewing in Adobe-

1. Open and fill out document
2. Press “Save as” and give document name
3. Hit “Save”