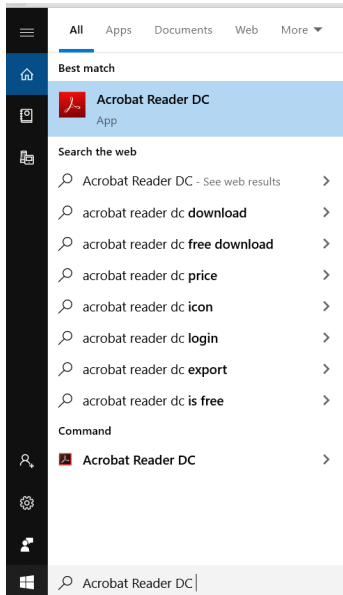
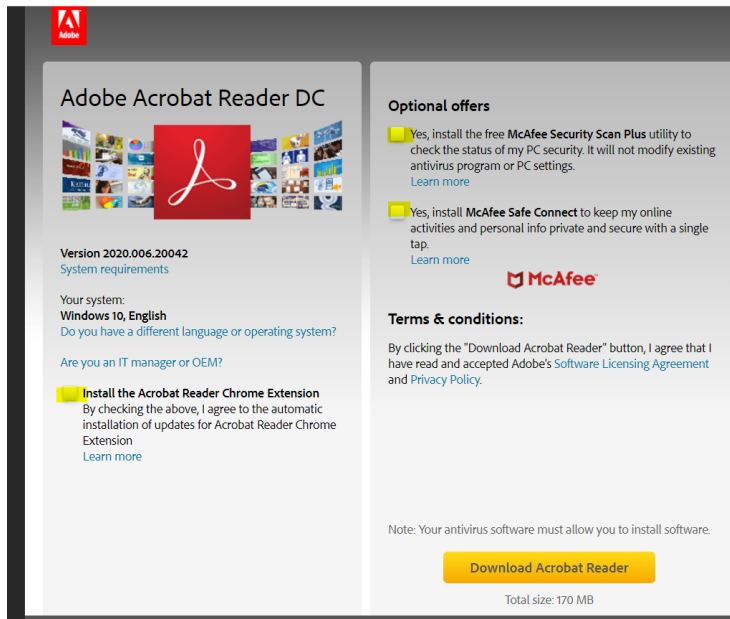


# How to fill out paperwork for your appointment

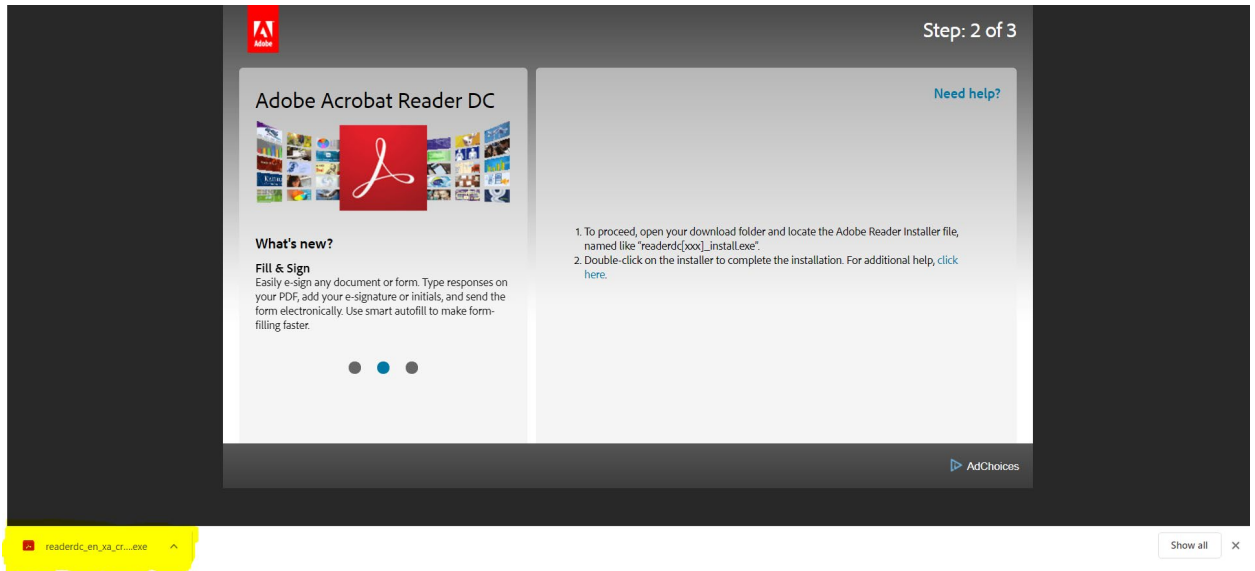
- 1) Go to the search bar and type in “Acrobat Reader DC”.
  - a. If you do not have this program go to step 2
  - b. If you have this program skip to step 6



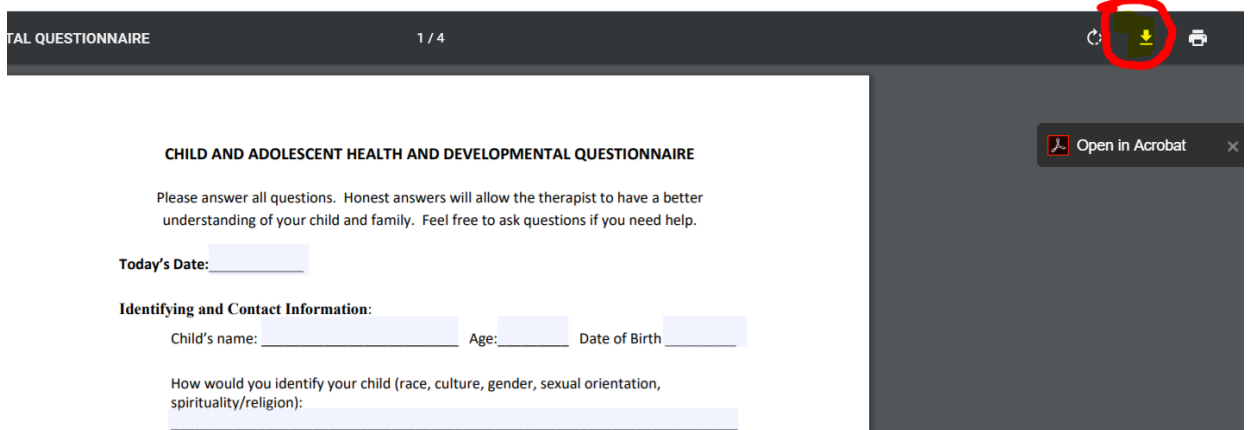
- 2) To download Acrobat Reader DC go to: <https://get.adobe.com/reader/>
  - a. Unclick the boxes in yellow in the picture below
  - b. Then click the large yellow button that says “Download Acrobat Reader”



- 3) The page will say “Initializing” while the download is in progress. If using Google Chrome the download will pop up in the bottom bar of the screen (located in yellow below).
  - a. Click the pop up to open the download

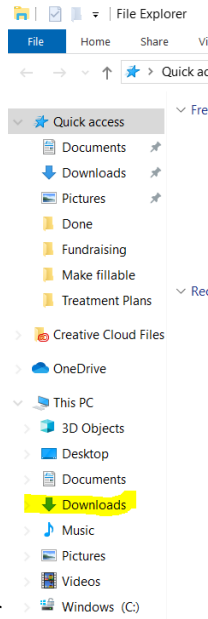


- 4) The Adobe Acrobat Reader DC Installed will pop up on your screen. Click “Yes” to install it.
- 5) It may take a little bit to install. When it is done click “finish”.
- 6) Locate the form you would like to fill out whether it was sent to your email or found at cmmhc.org
- 7) Open the document you would like to fill out by double clicking the file or link
  - a. Click the Download button – it looks like an arrow pointing down toward a line.

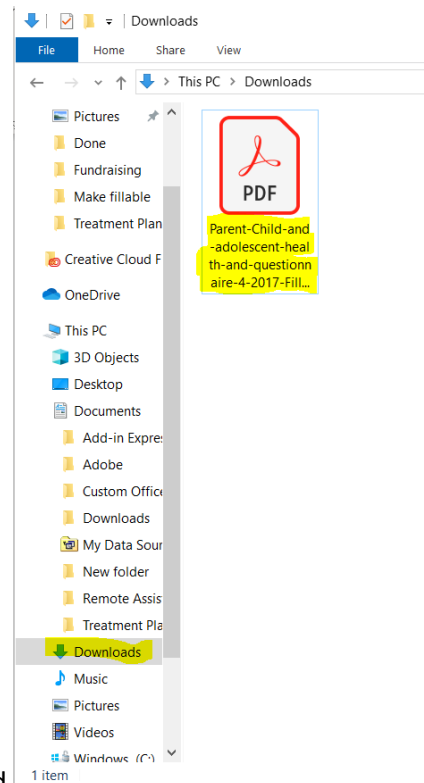


- 8) Now open the File Explorer on your computer. It looks like this:





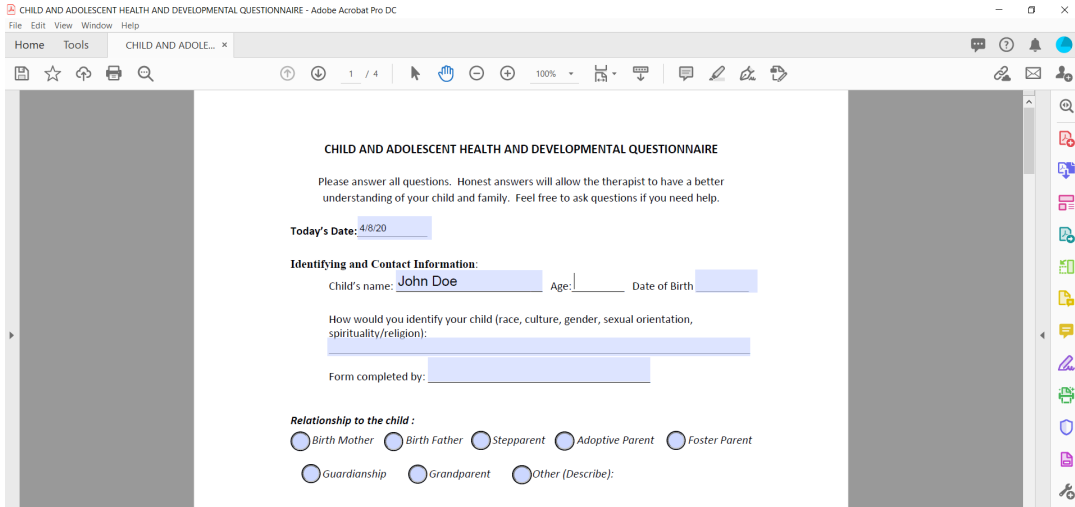
9) Locate and open the “Downloads” Folder



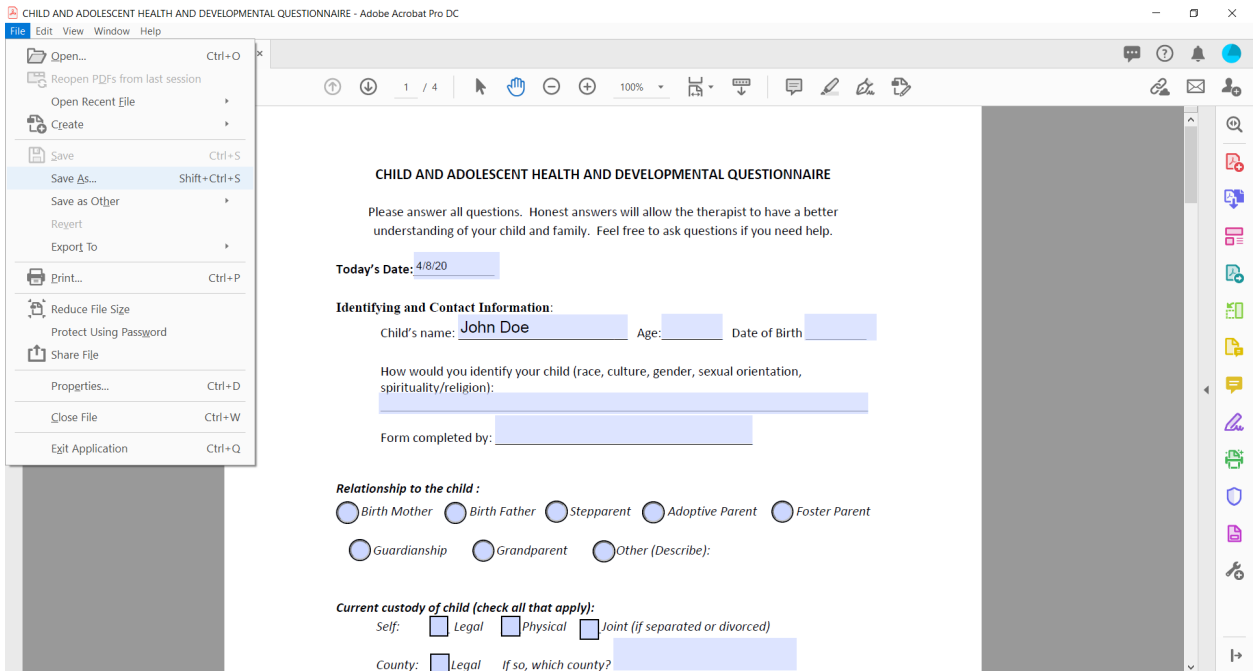
10) Now locate the document you just downloaded

a. Double click this document to open it.

11) Start filling in the blue highlighted areas with the appropriate information



- 12) Once you have filled out the document in its entirety, Save the document by going to the top left hand corner. Click "File" > "Save As" and save the document with a name and in a location you can find again.



- 13) Once the form is completed and saved, follow the instructions that were given to you on how to return the form to CMMHC. If you have questions, please contact the main number of the location you are seeking to receive services at.