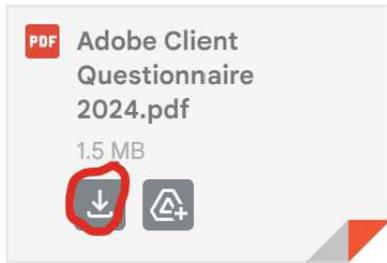
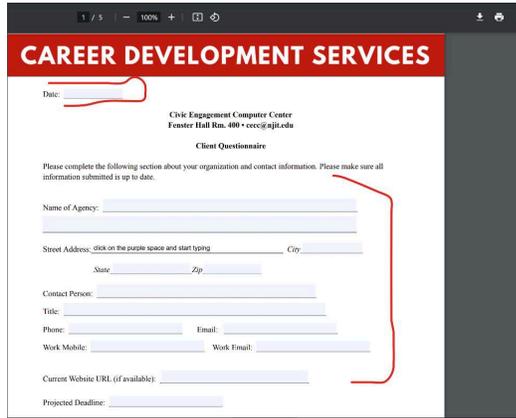


1) Click the download button, then click save



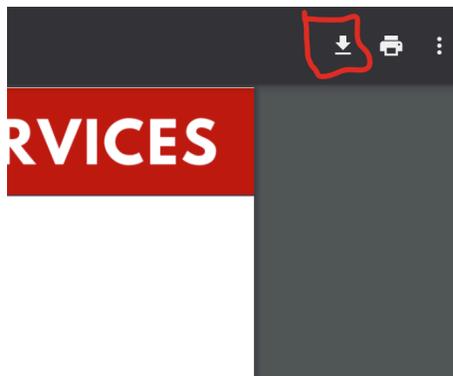
2) Open the document, then click on the purple lines to fill out the form.



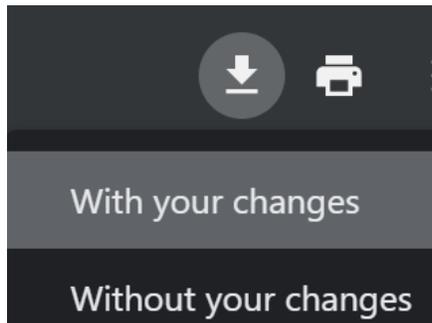
*click on new line to type if space is filling up

Once you have filled out the form (5 pages) completely.

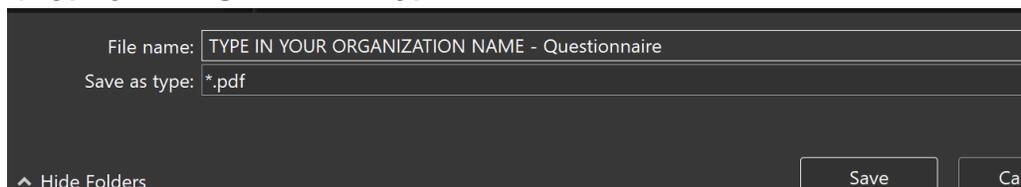
3) Click the download button



4) Click "With your changes"



5) Type your Org name and type "-Questionnaire". HIT SAVE



6) Email us your PDF you just saved.

If you have any questions or would like to contact us, please email us. We would be more than happy to assist you.