PDF Fillable Form Help Guide

Fillable PDF Forms Requirements

- Adobe Reader 10 and above is required to view, enter information, submit, print and save fillable forms. It is recommended that you use the most recent version of Adobe Reader. Get free adobe here: https://get.adobe.com/reader/
- To update the version of adobe reader:
  - ➢ Go to Adobe Reader, click on "Help" and choose "Check for Updates." Follow the steps in the Updated window to download and install the latest updates.

How to Download and Open a PDF Fillable Form

We do not recommend using any web browser to open the pdf form as it may result in the following error message:

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit http://www.adobe.com/go/acrreader.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Instead, save the form to your computer prior to opening it.

- **Instructions for PC users**

  1. Find the link of the PDF form you wish to download;
  2. Right-click the link and select Save as link or Save target as;
  3. Choose the location on your computer where you want to save the PDF form;
  4. Go to the file location where you saved the PDF form;
  5. Open the PDF form with Adobe Reader 10 (or a more recent version);
  6. Fill and save your PDF form.

- **Instructions for Mac users**

  1. Find the link of the form you wish to download;
  2. Press the Control key (Ctrl) and click on the link;
  3. Choose Save link as or Download linked file as;
  4. Choose the location on your computer where you want to save the PDF form;
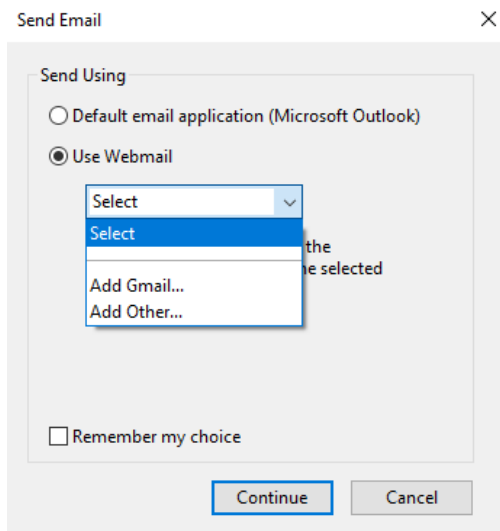 5. Go to the file location where you saved the PDF form;

6. Open the PDF form with Adobe Reader 10 (or a more recent version);
7. Fill and save your PDF form.

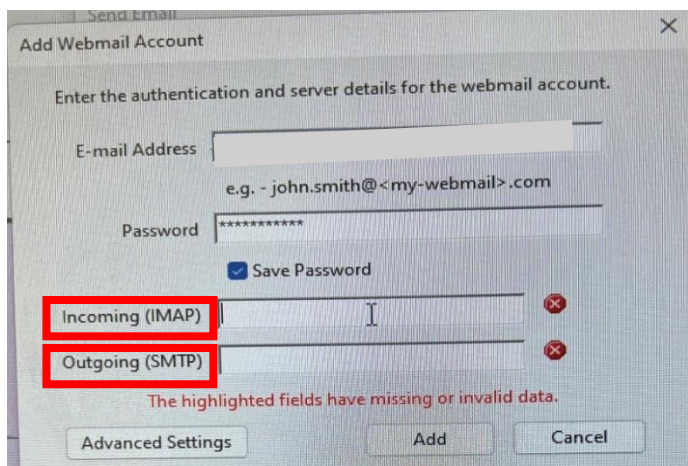Or you can download to your computer and then save:

- Download and save to your computer, then open it with Adobe Reader and fill it in.
  1. The form will automatically download when you click the link.
     - **Google Chrome**: The download may show up in the bottom of your screen.
     - **Firefox**: Click on the download icon at the top of the form.
     - **Microsoft Explorer or Edge**: Click the download button
     - **Safari:** Click on File, then Save As.

ICC Application Online Submit:

- Once you click the submit button on the form, if Microsoft Outlook is not your email application, select "Use Webmail".
- Choose the email application you use and if it is not listed select "Add Other".

- Enter your full email address, your email password and the "Incoming (IMAP)" and "Outgoing (SMTP)" for your email account (See chart below)

Email Account	Incoming (IMAP)	Outgoing (SMTP)
Shaw	imap.shaw.ca	mail.shaw.ca
Hotmail	imap-mail.outlook.com	smtp-mail.outlook.com
Yahoo	imap.mail.yahoo.com	smtp.mail.yahoo.com
Gmail	imap.gmail.com	smtp.gmail.com