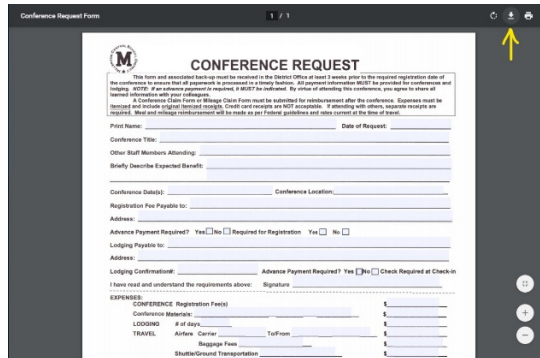



Instructions for Completing Fillable Forms

Many of our staff forms are fillable using Adobe Reader. Additionally, we link to forms (Federal Tax and the NYS Tax Withholding Forms, as examples) that are fillable. In order to complete your forms electronically*, please use these steps:

- Select the form you wish to complete
- Download the form



The screenshot shows a PDF form titled "CONFERENCE REQUEST" open in Adobe Reader. The form includes fields for "Print Name", "Date of Request", "Conference Title", "Other Staff Members Attending", "Briefly Describe Expected Benefit", "Conference Dates", "Conference Location", "Registration Fee Payable to", "Address", "Advance Payment Required?", "Lodging Payable to", "Address", "Lodging Confirmation", "Advance Payment Required?", "I have read and understand the requirements above", "Signature", "EXPENSES", "CONFERENCE Registration Fees", "Conference Materials", "LODGING", "TRAVEL", "Airfare", "Car", "Toll/Train", "Baggage Fee", and "Shuttle/Ground Transportation". A yellow arrow points to the top right corner of the Adobe Reader window, highlighting the download icon.

- Rename and Save the file – suggested convention: JaneDoeConfReqJan2021
- Open Adobe Reader  to complete the form. If you cannot find Adobe Reader, go to the Windows icon on your tool bar and select Adobe Reader DC. **You should sign in to Adobe using your Google account.**
- Complete the form in Adobe Reader, save it and if applicable, email it to your administrator for their approval.

*Please note that some forms still require a handwritten signature. In those instances, the signature field is not fillable and you'll need to print the document before signing it.