

Saving Fillable PDF Forms

Save the form to your computer before completing it!

A PDF reader such as [Adobe Acrobat Reader](#) is required.

Email forms to info@ftisb.org.

Download and Save the PDF Form

1. The fillable forms open in a separate webpage. Select File > Export as PDF (or Save As) > add your name to the document file and save to your desktop.

***Do not fill out form in the webpage/browser!**

(Windows users can right-click on form link and select "Save link as" or similar menu option).

Use a PDF Reader to Fill Out Form

2. Use the PDF reader to open the empty PDF form(s) that has been saved to your desktop.
3. Fill out the form(s).
4. From the Reader menu, go to File > Save to save completed form(s).

Email the Forms

5. In the subject line of the email, include the type of forms attached as well as the therapist the forms are to be directed to. (ex: Intake Forms: Manchester)
6. Attach the form(s) to the email and send to info@ftisb.org.