~ ~ ~ How to Fill PDF Forms ~ ~ ~

1. **Navigate to LUSD's Business Services on the Web.**

2. **Locate and download your form.**

3. **Fill out the downloaded PDF in Adobe Reader.**

4. **Print the completed form, sign it by hand, and turn it in.**

Let's run through an example.

What if we want a reimbursement for travel?

We find several files:

○ Claim for Employee Travel Reimbursement
- Claim for Employee Travel Reimbursement
- Instructions
- Mileage Chart
- Form for Printing

If we are on a desktop, we pick "Claim":

If we want instructions, there they are.

This form has a chart, it's right there.

***Rarely*, Mobile Phone compatibility exists.**

However, *if we only want to fill everything out by hand* – or if we will distribute many copies for others to fill by hand – we don't need a fillable PDF. It's there, with instructions & chart:

○ Claim for Employee Travel Reimbursement
- Claim for Employee Travel Reimbursement
- Instruc...
- Mileag...
- Form...
○ Certification...
- Certifi...
- Form...

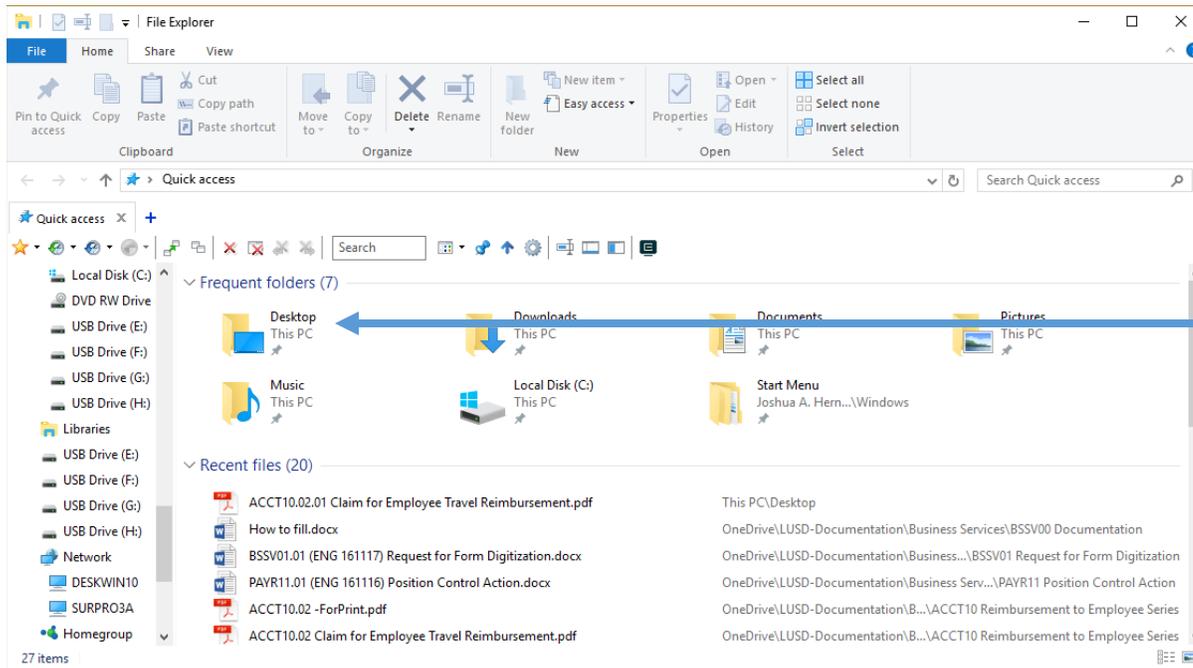| Open link in new tab |
| Open link in new window |
| Open link in incognito window |
| Save link as... |
| Copy link address |

Wait! How do we "fill out" a PDF?

Right-click on the link. You can "Save link as...". *Save it either on your Desktop on in your Documents*. Try to keep a record of your forms, so put it somewhere where it won't get lost. I saved the PDF to my desktop. Your Web browser now tells you it saved the file.
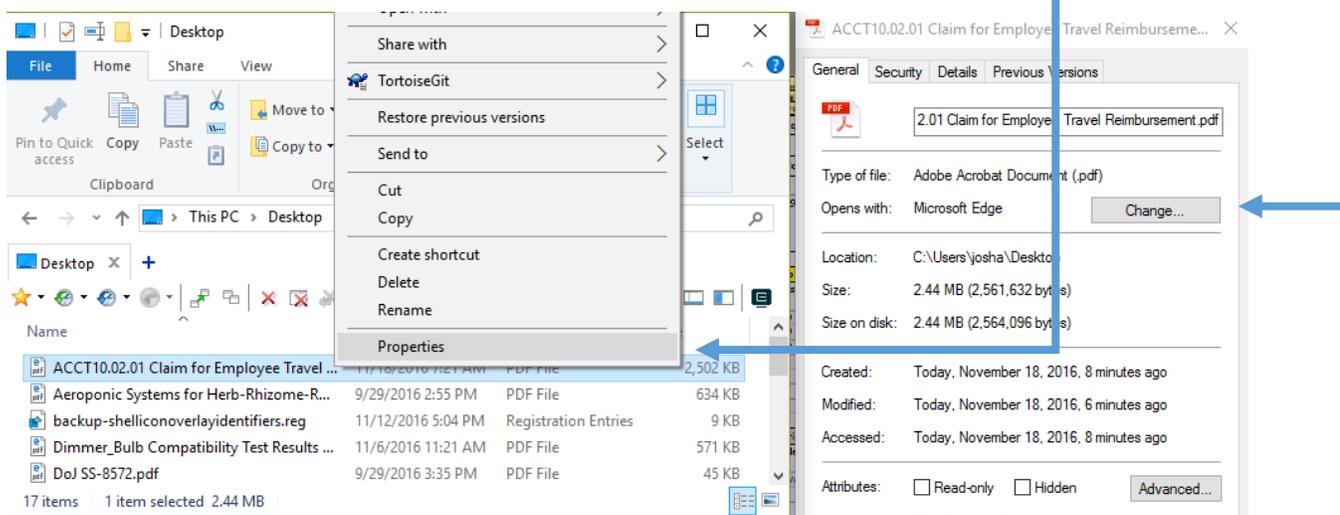
ACCT10.02.01 Claim for Employee Travel Reimbursement.pdf finished downloading. | Open | Open folder | View downloads | ✕

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Now read the next page to open PDFs with the correct program. Afterward, you can much more easily "View Downloads" and click on your downloaded PDF!
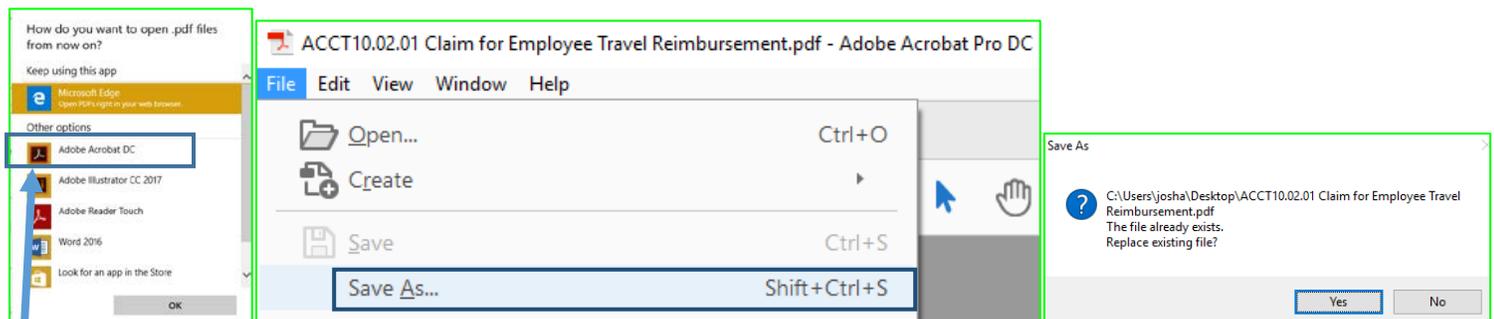
Click "Open Folder", and you see Windows Explorer. Or, manually navigate there:

Wait! Don't double-click on your PDF. That action also defaults to your Web browser! You need to change the *file association* for PDF files. Right-click your PDF and open Properties:

Obviously, this file currently "Opens with" Microsoft Edge. That's a Web browser. Change it:

Click on the first Adobe thing you see (but *not* Adobe Reader Touch). Then: Open, and "Save as", *not* "Save". Overwrite your file when saving (that's just a quirk of the Adobe software). Done! Print! Sign! Turn in!