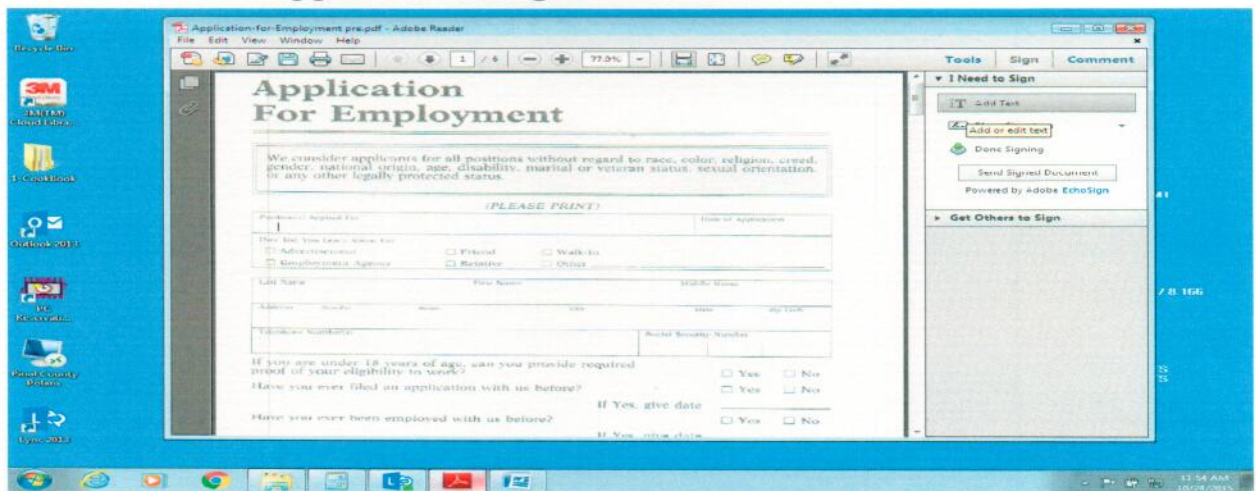
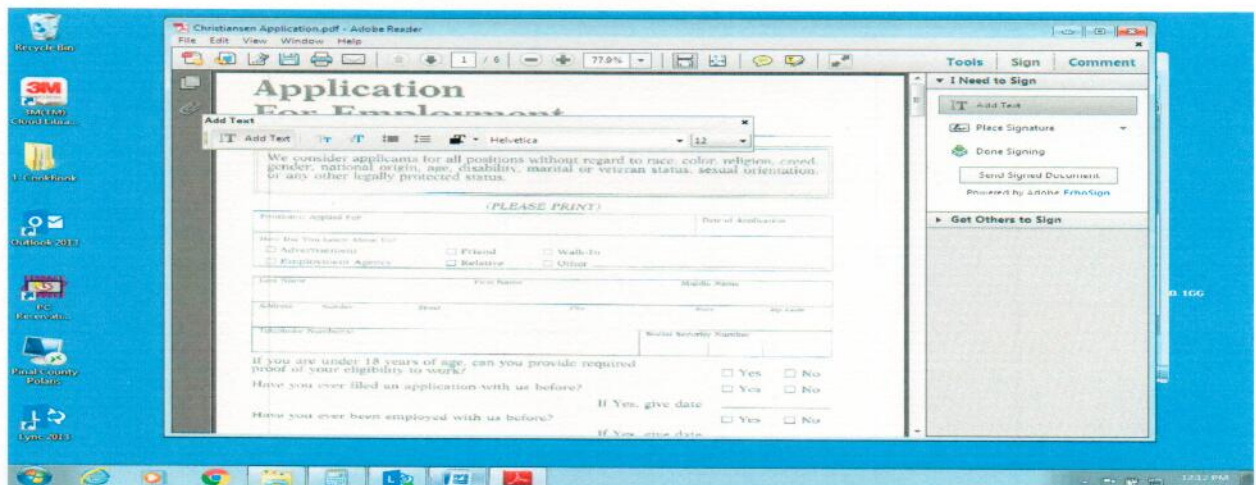


## Instructions for pre filling application On-Line

1. Open file – This is a PDF File – **right click on center of form.**
2. A tool box will open **left click on “Add Text and Signature”**
3. Another box will open to the right – **click “Save a Copy”**
4. Name this file **“(Your Last Name) Application”** and **“Save”**
5. **Close the Internet File and Open the file you just created.**
6. **Click on the “SIGN” tab** in the upper right hand corner.
7. A tool box will appear in the right hand side.



8. Click **“ADD TEXT”** and the Text Box will appear in the top center.



9. **Position your curser on the first line you want to add information and click.** The Font Box is now active. You may change the font type or size at anytime while completing the application. Some areas may need a smaller font size to place your information in the form.

**Move your curser to the appropriate areas to complete the application. For checking boxes center the curser over the box and use “X” to mark this box.**

Complete the application in this manner. When finished **click the “Save” which is the little disk icon in the top left hand corner.** It will ask you if you want to “replace existing file” **Click “YES”** You have now saved your completed application.

10. Attach to the Email Address you are to send it to.
11. See Town Web Pages for email addresses.
12. Your application is now submitted.