Saving the Completed E- Forms



Sep-2011

## Saving the Completed E-form

An electronic copy of the final, completed e-form is on file in the Research Foundation. A link to that copy is sent in an email to the PI and the Preparer may be accessed at any time by selecting the link in that final e-mail.

It is also possible to Save a copy of the completed e-form using these instructions:

> Select the Export button from the formatta ifiller toolbar



> The *Download as PDF* dialog box appears:



Click on ALL and OK





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> Enter the filename at the location where the file should be saved

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