

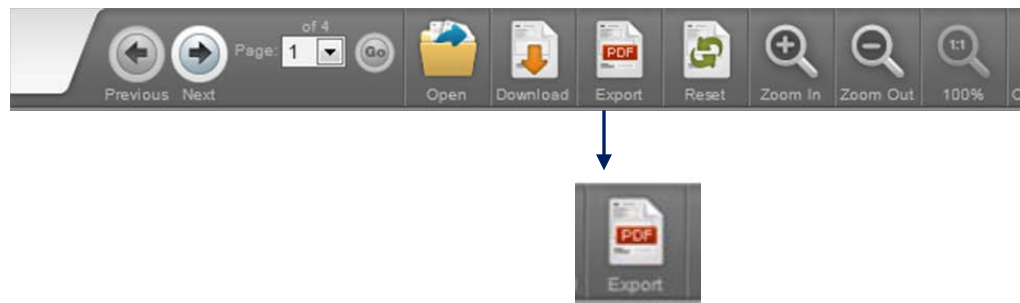


Saving the Completed E-form

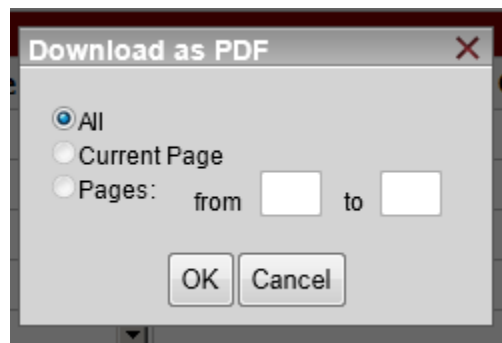
An electronic copy of the final, completed e-form is on file in the Research Foundation. A link to that copy is sent in an email to the PI and the Preparer may be accessed at any time by selecting the link in that final e-mail.

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



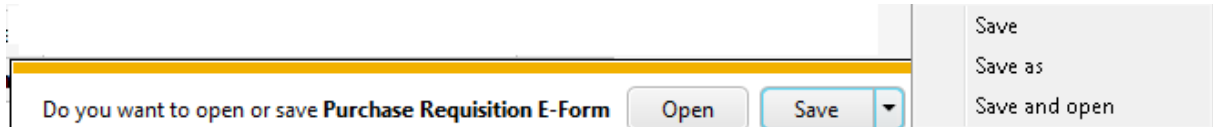
- The *Download as PDF* dialog box appears:



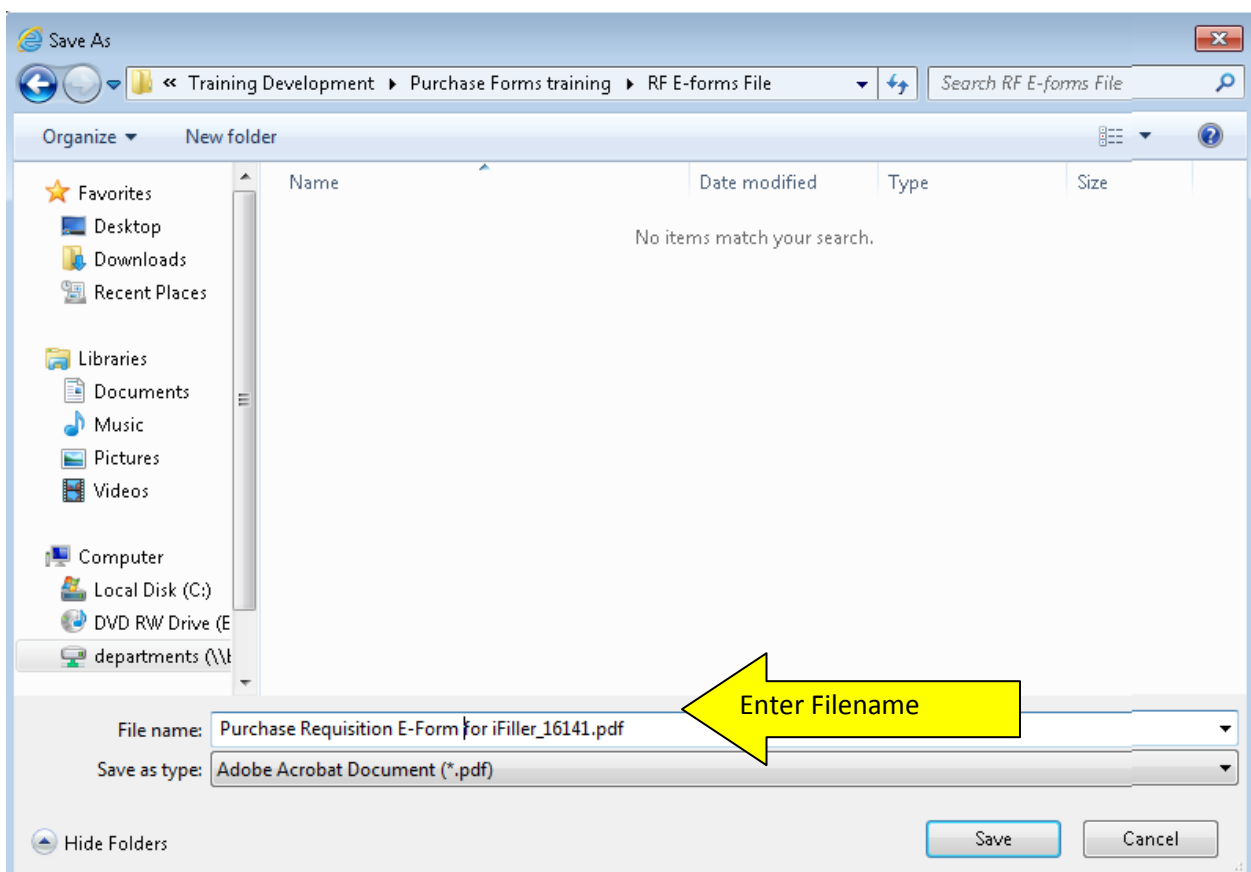
- Click on *ALL* and *OK*



- Select Save As from the menu at the bottom of the page



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



- A message will display that the download is complete. Select *open the file* or **X** to close and continue.