



## Saving the Completed E-form

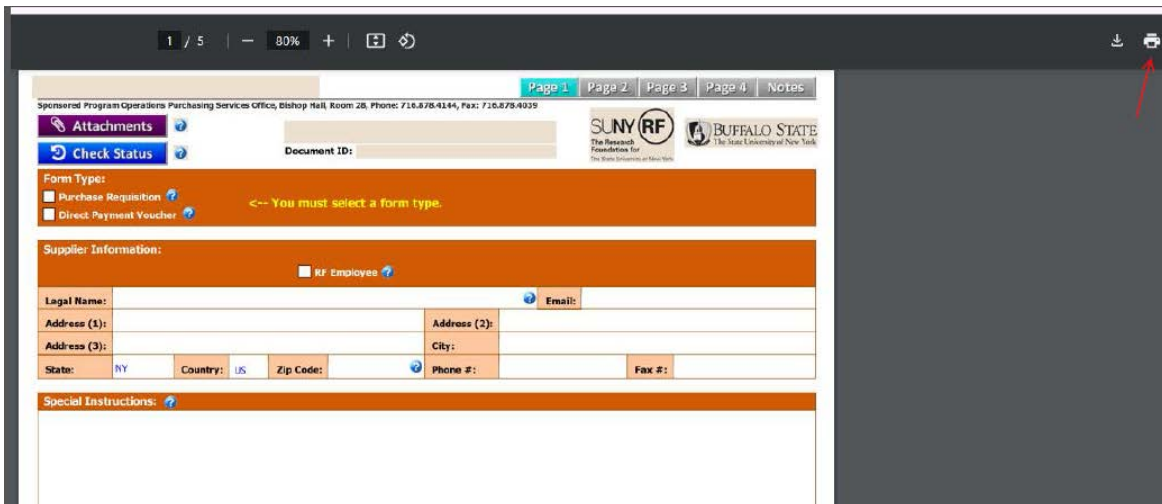
An electronic copy of the final, completed e-form is on file in the Research Foundation. A link to that copy is sent in an email to the PI and the Preparer may be accessed at any time by selecting the link in that final e-mail.

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

- Select the Print button from the formatta ifiller toolbar







- Select Print button:







Print 5 sheets of paper


Destination Adobe PDF  

Pages All  

Color Color 

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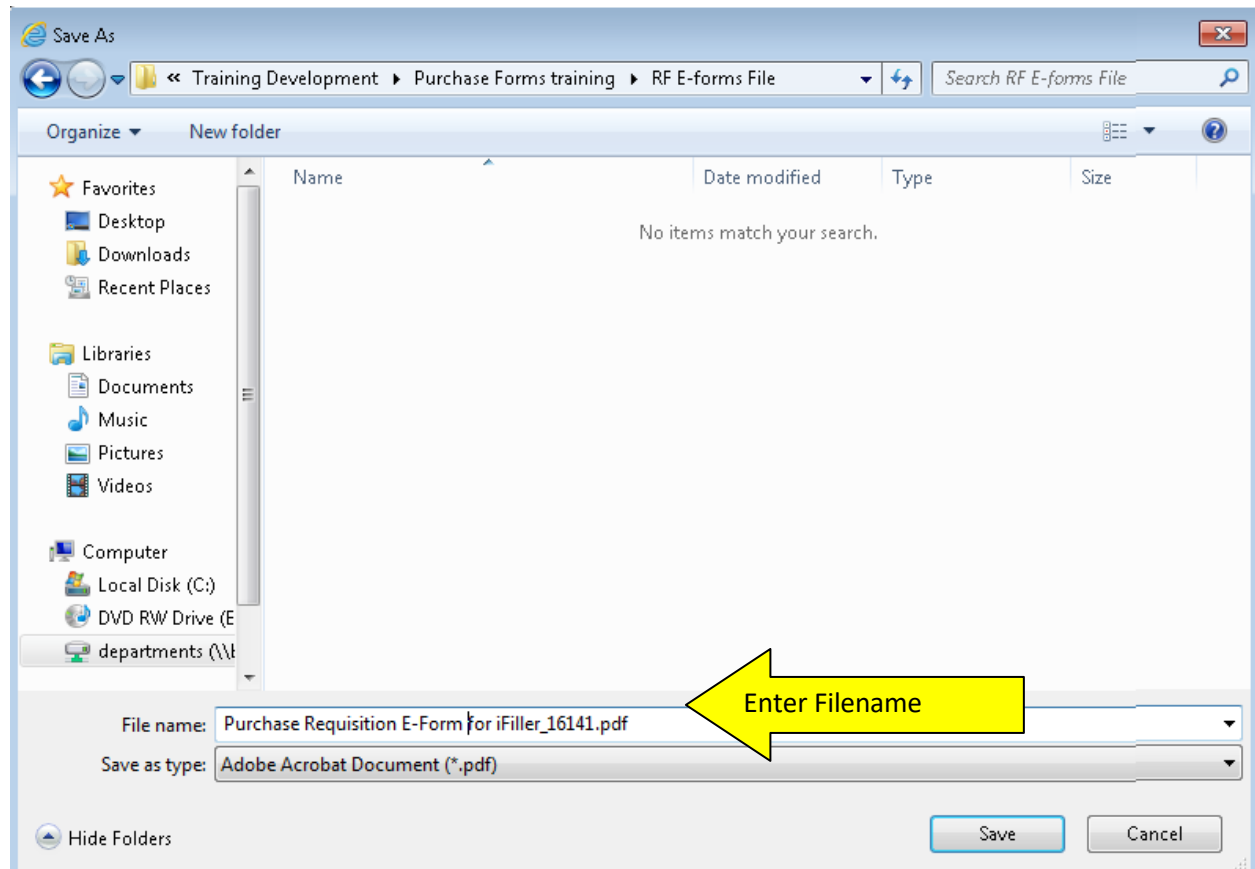
More settings 

 Print Cancel

- Click Destination Adobe PDF and All pages and hit Print button



- Enter the filename at the location where the file should be saved (you can change the file name at this point if you wish to the vendor name, etc)



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