



## INSTRUCTIONS TO SAVE THE DATA ENTERED ON THE MODEL FORMS

1. Download the desired Model forms
2. Save to desktop (**for easy file location**)
3. You will need ADOBE ACROBAT PROFESSIONAL to save data on filled in
4. If you DO NOT HAVE ACROBAT PROFESSIONAL go to step 5
5. Download these 2 programs and install as follows: [#1-Cutewriter](#) [#2-Converter](#)
6. Install Cutewriter first, then converter.
7. Once installed, proceed back to the Model form, when all data has been entered, pull down the **file** menu, go to **print**, then select **CutePDF writer**.
8. Select **print**, now you are prompted to give the file a name, use the original file name, **Form X**, select desktop and click on okay.
9. Once the file is converted and created, open the Form X on your desktop to verify all data is saved.
10. Proceed to the upload section in your customer profile to upload the completed form.
11. Once uploaded the Chamber of Commerce Staff will review the file for further processing and contact you by telephone for further instructions.

If you are having troubles, feel free to contact our offices for live support.

Thank you.