**First Link Electronic Form Submission Tip Sheet**

Initial setup/use

1. Download the form
2. Save to your desktop or other directory
3. Retrieve saved form
4. Fill out the form
5. Click submit
6. Allow Adobe to access your Email Account
7. Click Send
8. Close any Drafts that may be open

Subsequent Use

1. Next time send directly from your saved form
	1. Retrieved saved form
	2. Fill out the form
	3. Save your completed form
	4. Click submit
	5. Click send
	6. Close any Drafts that may be open

