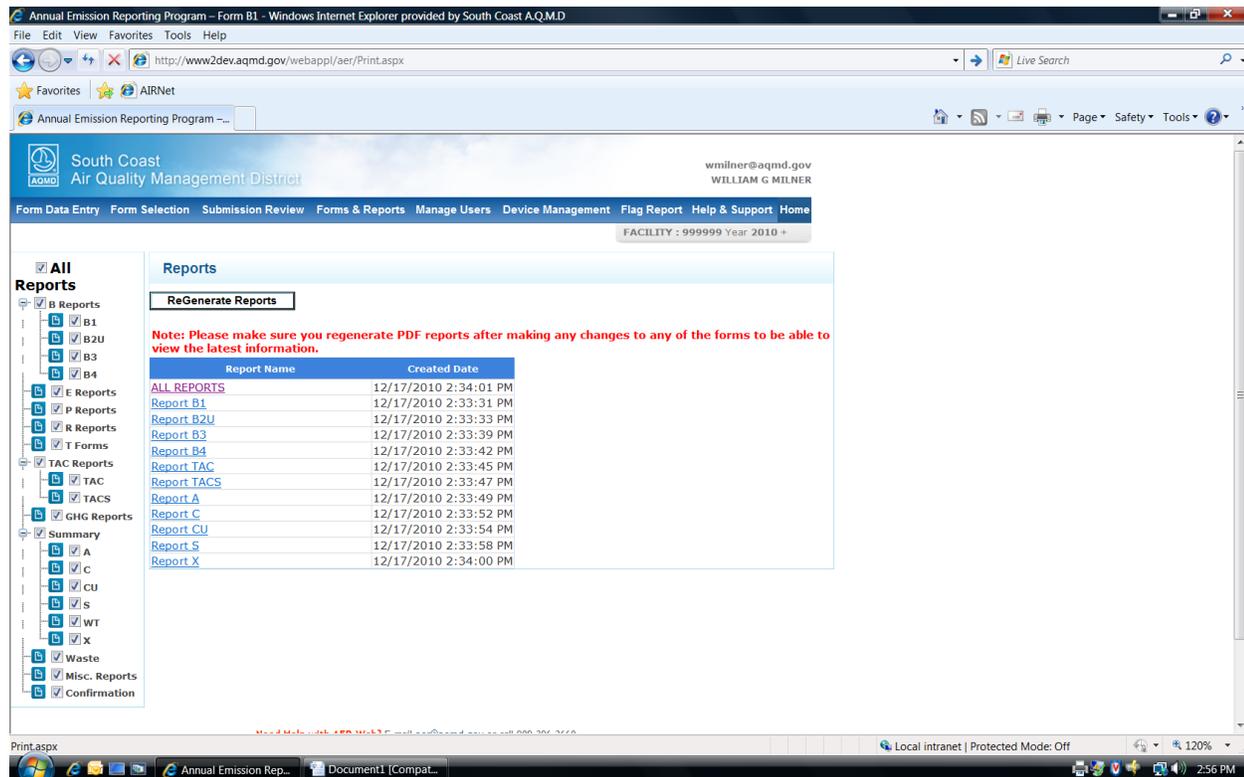


General Printing Instructions

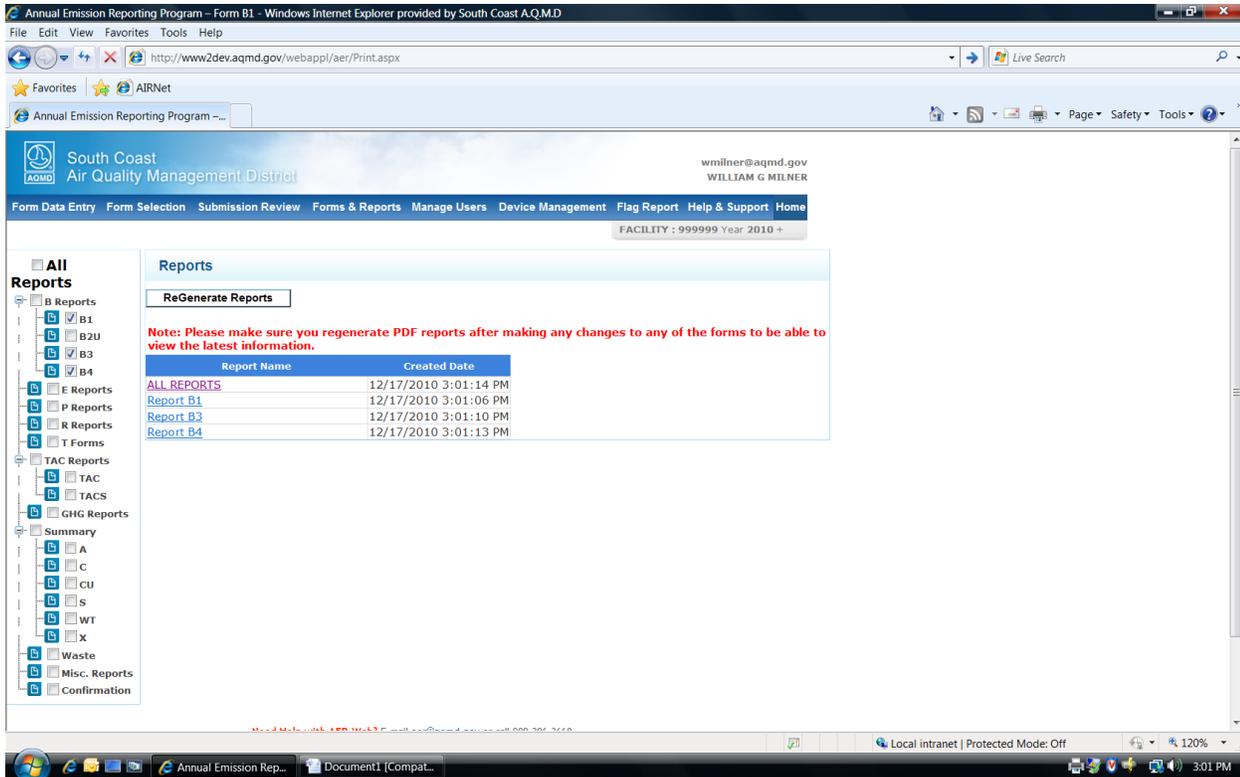
The web application allows for all or part of the AER to be printed. Once the forms are completed, the user will click on the “Forms and Reports” tab. By checking the box for “All Reports” in the left side of the split screen, the program will select all possible forms. Some of the forms may not have been worked on, however, only the forms and reports that have been filled out and contain information will be printed.

Once “All Reports” has been checked, the report will need to be generated. The user must click on the “Generate Reports” button, and wait for the forms to be generated in electronic format. The user will be prompted that generating the reports may take up to 5 minutes. Click “OK” and wait for the forms to appear. The following screenshots illustrate the procedures:

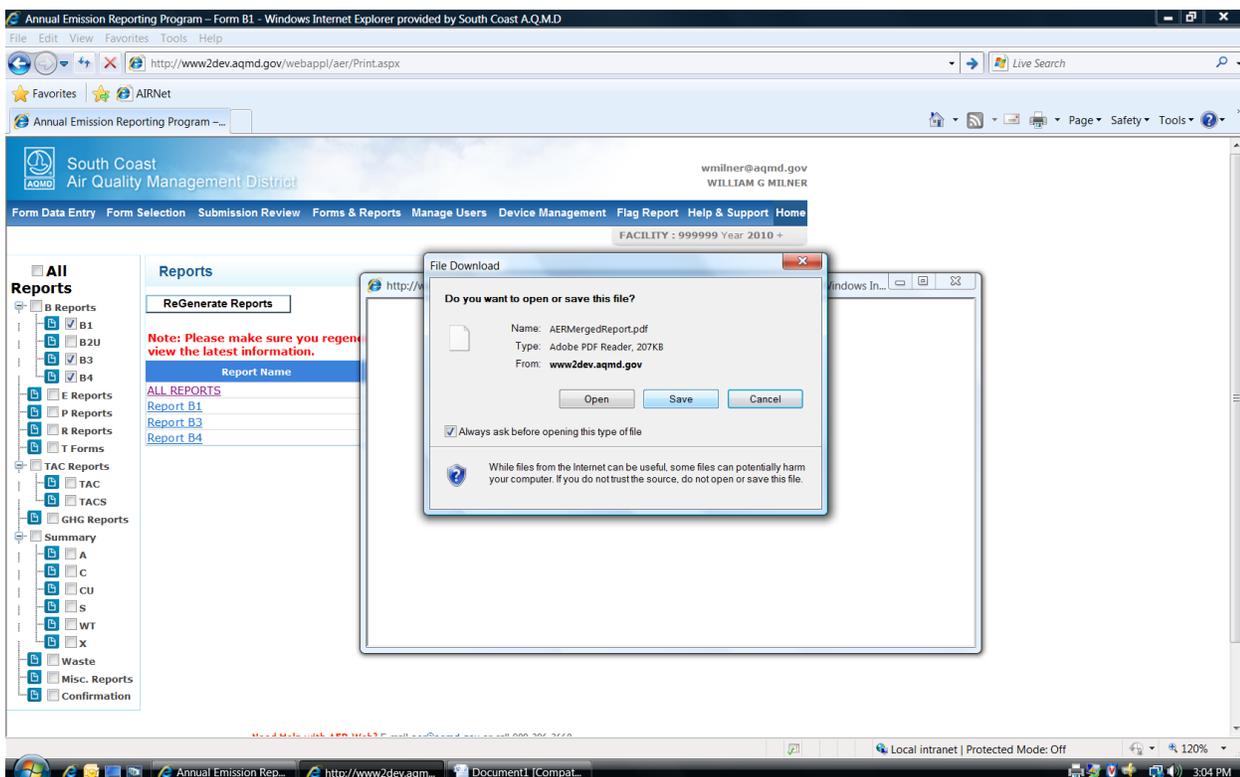


The reports are in PDF format and require Acrobat Reader to display. Note that the “ALL REPORTS” is the large file containing all the individual “FORMS” listed below it. User can view and print individual form by click to open that specific form, or view and print all forms as displayed in “ALL REPORTS”. If a single or group of forms is sought to be printed, checkmark only the forms that are wanted, and regenerate the reports, as the next screenshot indicates.

General Printing Instructions



To print any reports, individual form or all report, click on the selection. A prompt will appear asking whether to open, save or cancel the operation.



General Printing Instructions

To access the printing option, click “Open”. A screen will pop up with a pdf file of the selected reports for printing. Simply click on the printer icon in the upper left corner of the popup screen and follow normal printing procedures.

