

Instructions, Tips & Tricks for SRP Fillable Forms

- You **MUST** have access to a printer in order to use the fillable forms option. You cannot save your work in an electronic format, it has to be printed out
- Click on the form name you wish to complete from the middle column in the table
- Click “Open” when the box appears asking you what you wish to do
- At the very top of each form you will see 3 options in red:
 - Print – print a hard copy of your report to submit
 - Save Blank Form – save a copy of the form to your own computer to use
 - Clear – Clear the form of any data entered and start over
- Blue boxes are the fields you enter data
- Blue boxes outlined in red are required
- Click in a box with your left mouse key to begin typing, then click in another box to move on
- The first time you open a form and click to begin entering data you will get a popup message alerting you that you cannot save your information, check the box for Don’t Show Again (if you prefer) and click close
- Do Not use the tab key to move between boxes, it does not always move to the next box
- Hover your mouse key over a box & watch for tips to appear
- Some options are ‘list boxes’ and have an arrow on the right side with a list of choices for you must select from
- Some options are ‘radio buttons’ and you may only select one out of the group
- Some options are ‘check boxes’ and you may check multiple choices

- Some boxes will calculate automatically for you and the amounts cannot be changed (look for these on the Post Use forms)
- Click on a calculated field box to get the value to update automatically if it does not update when you enter a number
- If you see a popup message box stating the “Value Entered Does Not Match the Format of the Field...” just click OK to continue
- Once finished, don’t forget to **print** your form & **sign** where appropriate
- Use your browser’s back arrow to return to the list of forms to choose another