

WPSA



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INSTRUCTIONS TO DOWNLOAD AND COMPLETE AN ELECTRONIC APPLICATION FORM

You will need Adobe Reader to complete this form electronically -
<http://get.adobe.com/reader/>

For PC's and Mac's

1. Click on 'application form' link
2. Save or download the form to your computer – File and Save As
3. Open at saved location. Do not complete at the open webpage as this will not save as a filled in or completed form.
4. On right hand side menu select 'fill & sign' or 'add text'.
5. Complete all details on the form – red highlighted areas are required.
6. To sign the form a simple typed name in the signature field is all we require.
7. Save signed document or Save a version.
8. Click on envelope or email symbol to email the form to w.p.s.a@bigpond.com

For iPad

1. Open form by tapping 'application form'
2. Touch screen for 'Open in' drop down menu bar
3. Select 'Open In' and 'Open In Adobe'
4. The form will be ready to be filled in when it opens without needing to touch any other icons.
5. Once completed touch the sharing icon on the bottom toolbar. (box with arrow pointing up)
6. Sharing flattened or original copy will both work.
7. Email completed form to w.p.s.a@bigpond.com