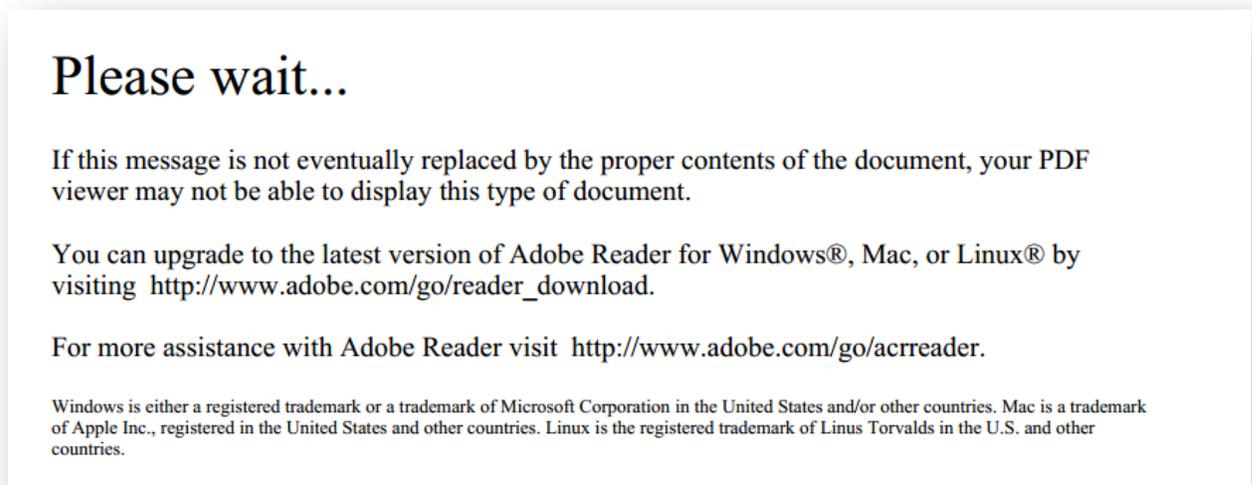


## Prerequisites for using the APTC Renewal form

### Opening the APTC Renewal Form

Adobe Reader version 10 or newer needs to be installed on the computer using the APTC Renewal form. Link to the Adobe Reader free download at: <http://get.adobe.com/reader/>.

- Internet Explorer (Windows users) or Safari (Mac users) allows the easiest access to the the APTC Renewal form and should be used if available.
- If Internet Explorer or Safari is not an option or there are other challenges, download and save the APTC form on your computer at a location of your choosing (e.g., Desktop, etc.). To download and save the form, following one of the methods below:
  - o Right mouse button click on the link and select “Save Link as...” **OR**
  - o Click on the form link to open form. This will prompt an error message that reads, “Please wait...” See Image 1 below.

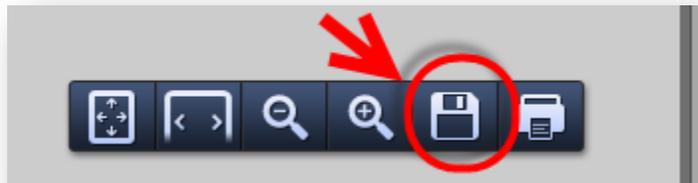


*Image 1: error message received after opening form*

Once this error displays, a set of icons will be available. Select the “Save” icon to save the form to a location on your computer (e.g. Desktop, etc). See Images 2 & 3 below.



*Image 2: Save icon as displayed in top-right corner of Firefox window*



*Image 3: Save icon as displayed in Google Chrome*

- o Once saved, the APTC Renewal form should be opened with Adobe Reader by double-clicking on the saved file or by doing a right mouse button click and selecting “Open with Adobe Reader.”

## Using the APTC Renewal form:

- Once the form has been completed, click the “Submit Form” button.
- Up to two dialog boxes will be presented, asking for approval to proceed in the submission process. Respond positively to proceed.
- A message will be presented that says “Application Received.”
  - o Close and Save the APTC Renewal Form using a file name of your choosing.
- If the “Application Received” message is NOT received, attempt the following steps once:
  - o Close and Save the APTC Renewal Form using a file name of your choosing
  - o Re-open the APTC Renewal Form
  - o Select the “Unlock Form” button
  - o A dialog box will be presented asking for approval to proceed. Respond positively.
  - o Select the “Re-Submit Form” button
  - o In response, a message will be presented that says “Application Received.”
  - o If the “Application Received” message is *still* not presented, contact Your Health Idaho at: **1-855-YHIdaho (1-855-944-3246)** for assistance.