




# Instructions for Using the YHI forms

# Opening the YHI forms

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-  Adobe Reader (version 10 or newer) needs to be installed on the computer that accesses the change forms.
  - Link to the Adobe Reader free download:
    - <http://get.adobe.com/reader/>
- Internet Explorer or Safari allows the easiest access to the YHI forms.



Internet Explorer



Safari

- Mozilla Firefox and Google Chrome require you to download and save the form in order to open it.



Mozilla Firefox



Google Chrome

# Opening the YHI forms - *continued*

## ❑ Using Firefox or Chrome?

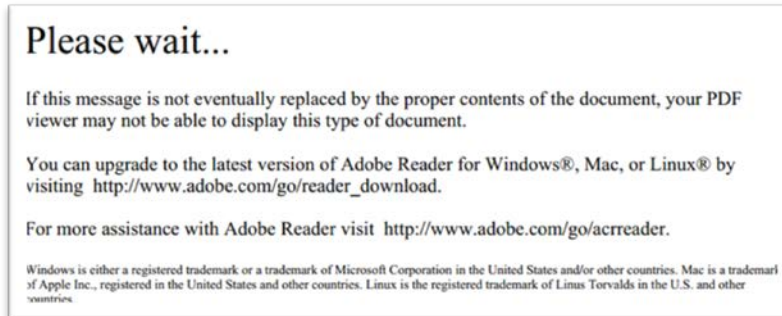
- Download and save the YHI Change Forms on your computer at a convenient location. (For example, your desktop.)

- Use one of the following methods:

- ❑ Right click on the link and select "Save link as..."
- ❑ Click the form link to open form. This prompts the error message:



To assure that you have the most current form version, download and save the form as needed.



- ❑ Once this error displays, a set of icons will be available.

- Firefox

- Google Chrome



# Opening the YHI forms - *continued*

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- Once you've saved, open the forms with Adobe Reader, by either:
  - Double-clicking on the saved file
  - Right-clicking and selecting "Open with Adobe Reader"
  - *Note: You can also open the file with other Adobe PDF programs like Acrobat or Acrobat Pro if you have them.*



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- ❑ Once the form has been completed, click “Submit Form.”
- ❑ Up to two dialog boxes will be presented, asking for approval to proceed in the submission process.
  - Respond positively to proceed.
- ❑ A message displays that says “Application Received.”
  - Close and Save the form using a file name of your choosing.

# Using the YHI forms *-continued*

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- If you don't see the "Application Received" message, follow these steps once:
  - Close and save the form using a file name of your choosing.
  - Re-open the form.
  - Select the "unlock form" button.
  - A dialog box presents and asks for approval to proceed.
    - Respond positively.
  - Select the "Re-submit Form" button.
  - In response, a message will be presented that says "Application Received."
  - If the "Application Received" message is still not presented, contact Your Health Idaho for assistance.
    - 1-855-YHIdaho (1-855-944-3246)