Instructions for Using the YHI forms

Opening the YHI forms

- ☐ 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.

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

Opening the YHI forms *- continued*

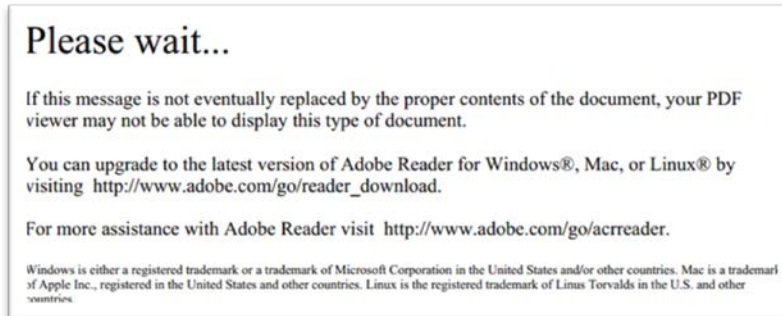- ❑ **Using Firefox or Chrome?**
  - ■ **Download and save the YHI Change Forms on your computer at a convenient location. (For example, your desktop.)**

  - ■ **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:

> ### Please wait...
>
> If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.
>
> You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.
>
> For more assistance with Adobe Reader visit http://www.adobe.com/go/acrreader.
>
> Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries
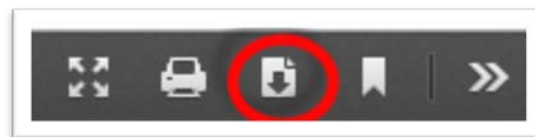
To assure that you have the most current form version, download and save the form as needed.

- ❑ Once this error displays, a set of icons will be available.
  - ■ **Firefox**   **Google Chrome**

Opening the YHI forms *- continued*

- 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.*

Using the YHI forms

- 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

- 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)