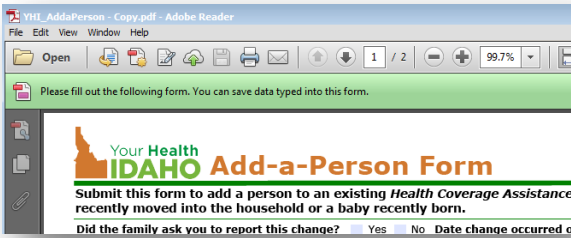
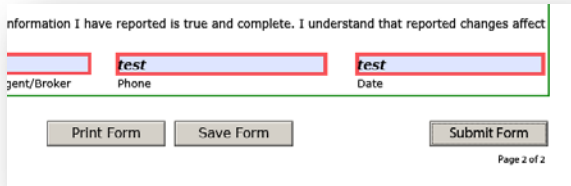


# YHI FORM SUBMISSION PROCESS

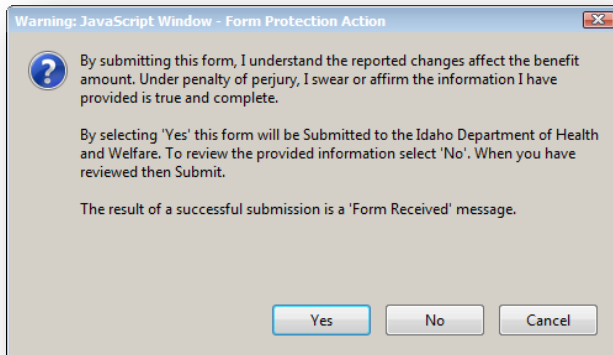
1. Download the PDF, either the YHI Add-a-Person or Change Report, using the browser guidelines in the associated document.
2. Open the PDF in Adobe Reader.



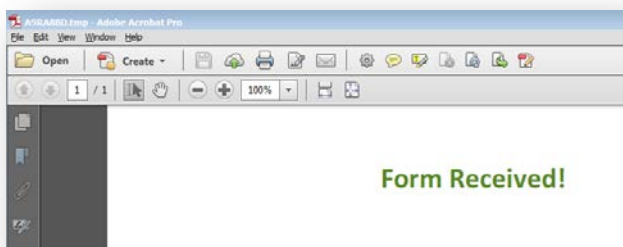
3. Fill the form out according to the guidance in the form. Ensure all of the required fields are filled out.
4. When complete, select the 'Submit Form' button at the bottom of the page.



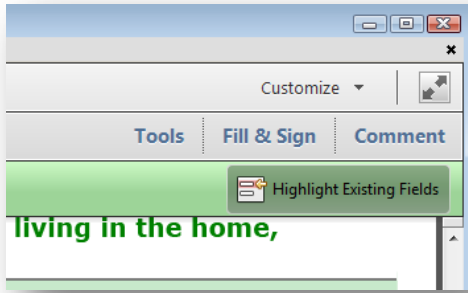
5. If you are ready to submit the form, select 'Yes.' For further review, select 'No,' or 'Cancel'.



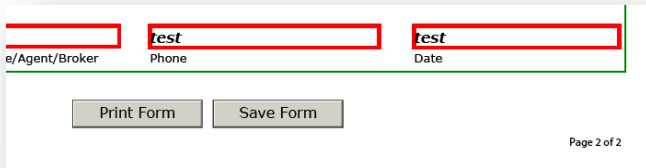
6. A successful submission of the form results in the display of a PDF with the message, 'Form Received!' If you do not receive this message the form has not been delivered.



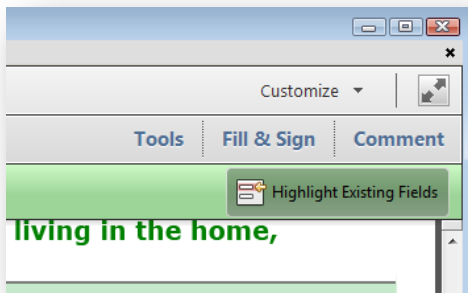
7. Close the response PDF by selecting the X in the top right corner.



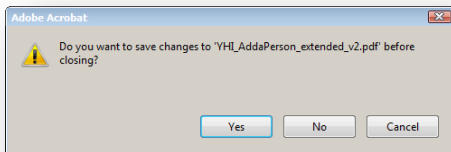
8. At this point the 'Submit Form' button is no longer available.



9. Close the filled form PDF by selecting the X in the top right corner.



10. You will be asked if you want to save changes to the PDF. If you choose not to save the PDF the entered data will not be retained, and the process ends.



11. If you choose to save the PDF you will have the ability to modify and re-submit the form. Re-open the filled form. It must first be unlocked by selecting the 'Unlock Form' button.

The screenshot shows a form with three input fields: "e/Agent/Broker", "Phone", and "Date". The "Phone" and "Date" fields contain the text "test". Below the fields are three buttons: "Print Form", "Save Form", and "Unlock Form". The page number "Page 2 of 2" is visible in the bottom right corner.

12. At this point you can make the necessary updates and when complete select the 'Re-Submit Form' button.

This screenshot is identical to the previous one, but the "Unlock Form" button has been replaced by a "Re-Submit Form" button. The "Print Form" and "Save Form" buttons remain. The page number "Page 2 of 2" is still present.

13. To re-submit select 'Yes'.

The dialog box has a title bar that reads "Warning: JavaScript Window - Form Protection Action". It contains a question mark icon and the following text: "By submitting this form, I understand the reported changes affect the benefit amount. Under penalty of perjury, I swear or affirm the information I have provided is true and complete." Below this is the question: "Are you certain that you want to Re-Submit this Application? It has already been submitted at least once?". At the bottom are three buttons: "Yes", "No", and "Cancel".

The response process described above then applies.