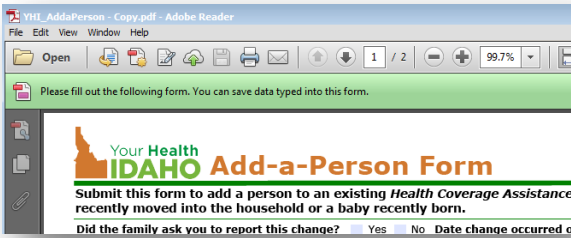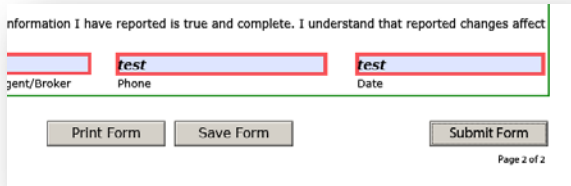# YHI FORM SUBMISSION PROCESS

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'.
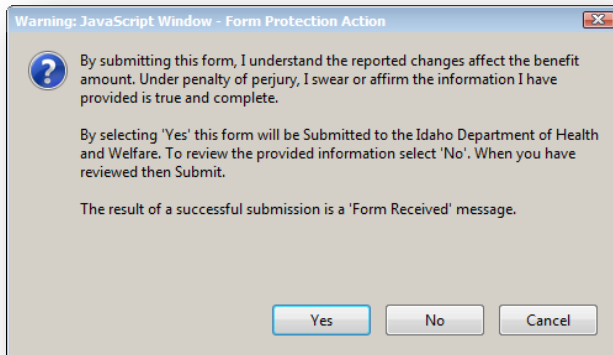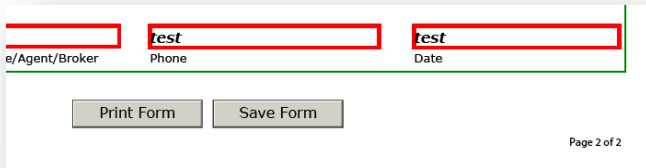

6. A successful submission of the form results in the display of a PDF with the message, 'Form Received!' If you do not receive this message the form has not been delivered.

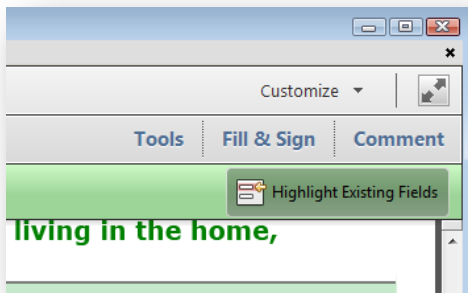YHI Form Submission Process
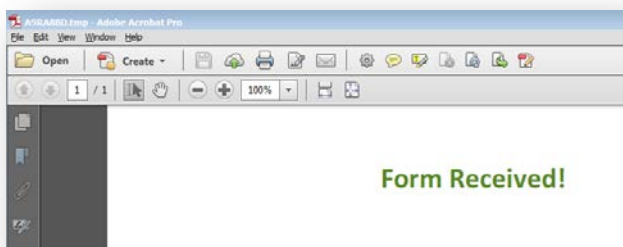
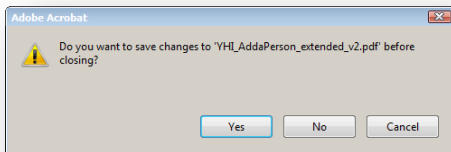7. Close the response PDF by selecting the X in the top right corner.
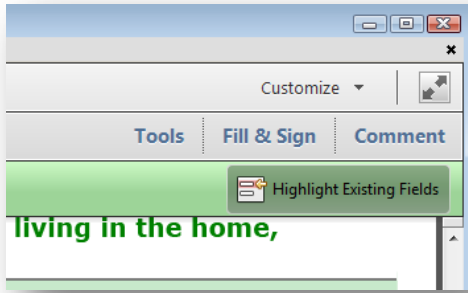
8. At this point the 'Submit Form' button is no longer available.

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.

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

13. To re-submit select 'Yes'.

The response process described above then applies.

YHI Form Submission Process