

# Sutter Semi-Annual Report Submission Instructions (Detailed)

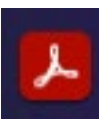


Sutter semi-annual reporting forms are fillable PDFs sent to your program contact via email as an attachment. To complete the form, please follow the instructions below. Since computers can use different programs to open and fill PDFs, we have also included saving instructions for popular programs.

1. Download the reporting form and save it to your computer.
2. Open the downloaded reporting form and enter information into the fillable fields.
3. Save the form as you go, so you do not lose any entered information.
  - a. See examples below to be sure you save the form with your changes. If the form is not properly saved, you may end up losing the information you entered.
  - b. **NOTE:** PDFs must be submitted in their editable format. The instructions in the next section show how to save your form in an editable format.
4. Once your form is complete, email the completed reporting form to LPC at [sutter@lpc-associates.com](mailto:sutter@lpc-associates.com).

## Saving Your Form (instructions for different programs)

Below are instructions for the most common programs used to complete fillable PDFs. To know which program your computer is using, check the icon at the bottom of your computer screen when you open the form.



### Adobe

If you complete the form using Adobe, you will need to save the document once completed. This will save the document to the same folder that you download the form to. You can do this in two ways:

Option 1: Hit the save icon  at the top right of your screen

Option 2: Select 'Menu' at the top left of your screen and select 'Save'.

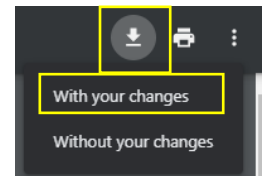
**NOTE:** Do NOT 'print' the form. This will provide a version that isn't editable. PDFs must be submitted in their editable format.



### Google Chrome

If you complete the form using Google Chrome, you will need to download your form with the saved changes by doing the following:

1. Select the download icon at the top right of your screen. Two options will appear. Select "With your changes"
2. Select the folder you would like to save the form to.



### Microsoft Edge

If you complete the form using Microsoft Edge, you will need to select the correct icon to save your form with changes. The icon is at the top right of your screen.

1. Be sure to select the icon highlighted in green shown here →  
Selecting the "normal" save icon will save the form without your changes.
2. Select the folder you would like to save your form to.



## Additional Information

- If your organization is completing a reporting form for more than one program, be sure that you are using the correct form for each program, which should be noted in the email you received. There are different types of reporting forms depending on the program type.
- If you have any questions about the forms or are experiencing any difficulties accessing or saving the form, please contact LPC at [sutter@lpc-associates.com](mailto:sutter@lpc-associates.com).