Browser Download Instructions:

<u>Chrome</u>:

- o With the form open, click the down-arrow (download) button in the upper-right of browser screen, or
- o From the search results, right-click the SFN and select "Save link as"

<u>Edge</u>:

- o With the form open, click the Save icon in the upper-right of browser screen, or
- o From the search results, right-click on the SFN and select "Save link as"

Once saved, use File Explorer to navigate to the form and complete using system pdf application (i.e. Adobe Reader, Acrobat Pro, etc.). Note: May want to check "Downloads" folder for saved form.

To Change User Preferences to Always download PDFs automatically:

<u>Chrome</u>:

- o Click three ellipses in upper right to get to Settings
- o Select "Privacy and Security"
- o Click the arrow next to "Site Settings"
- o Scroll to "Additional Content Settings" (bottom) (may need to click arrow)
- o Click the arrow next to "PDF Documents"
- o Select the default of "Download PDFs"

Default behavior

Sites automatically follow this setting when you visit them

- ⦿ ⬇ Download PDFs

- ○ ⬈ Open PDFs in Chrome

<u>Edge</u>:

- o Click three ellipses in upper right to get to Settings (gear icon)
- o Scroll to Cookies and Site Permissions
- o Under All Permissions, click the arrow next to "PDF documents"

- Toggle "Always download PDF files" to On (slider should turn from gray to blue)

Site permissions / PDF documents

Always download PDF files

Download PDF files to your device. If Microsoft Edge is your default PDF reader, PDF files will open automatically without downloading.