# PDF INSTRUCTIONS

Tip Sheet/ Disclosure Statements/ Price Comparison Documents

### IT IS RECOMMENDED TO DOWNLOAD ADOBE READER (FREE) TO USE THIS DOCUMENT PROPERLY



Go to https://get.adobe.com/reader/

Click "Install now"

## ACTIVATING/DEACTIVATING FIELDS

#### STEP 1

Once a document has been opened in **Adobe Reader**, you can access and edit the fields by clicking on the icon in the front page.

#### STEP 2 -

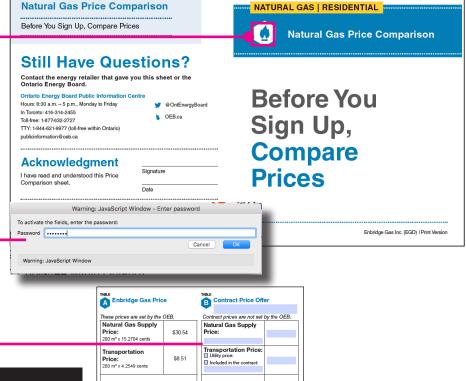
Once clicked a window will pop up prompting you to enter a password.

Use the password "power456".

(Once entered, another window will pop up to confirm if you have successfully activated/ deactivated the fields)

should be visible and ready to edit.

# STEP 3 -If successful, all editable fields **IMPORTANT** When you are finished editing the



document, please deactivate the fields by doing steps 1 and 2 as outlined above.

Once deactivated you may save and send the document.