

1. Click on the link "IAP Claim Form" from the Claim Forms section of this website. A PDF of the form will open. The fillable portion of the form starts on page 4.

2. Please note that you need Adobe Acrobat Reader in order to open the PDF. A free downloadable version of Acrobat Reader is available at the following link:

<http://www.adobe.com/products/acrobat/readstep2.html>.

You may also purchase a more advanced version of Acrobat Reader if you wish.

3. To use the fillable form, click on the areas or fields where you want to add text. If you click in a box, a checkmark will appear. If you click in a field, a blinking "I" bar will appear. Once you see the blinking "I" bar, you can start typing.

4. To move to the next field or box, you can use the tab key or your mouse.

5. Some of the fields will allow you to continue typing information even though the beginning of your sentence may disappear as you type.

Please do not enter more information in each field than what you can see on the screen at any one time.

6. If you want to enter more information for a question but there is no more room, the easiest thing for you to do is to type or write the extra information on a separate piece of paper and attach it to your application. Be sure to carefully label the question numbers.

7. Another option if you are using an advanced version of Acrobat Reader (that is, a non-free version) is to click the "Review and Comment" tab at the top of the Acrobat Reader program and use an electronic "yellow sticky note" to insert the extra information directly on the page. These "yellow sticky notes" will only print if you are using a paid version of Acrobat Reader.

7. Once you have completed the form, you may save the form to your computer using the functions in the File menu within Acrobat Reader. You may also print the form using the functions in the File menu or the print button at the bottom of the form.

Tip: If you are using the form for multiple clients, it is recommended that you save the original empty form as a template.