

## INSTRUCTIONS FOR OPENING FILLABLE FORMS ON THE TAX WEBSITE

For extended (fill-in/calculating) PDF's to function correctly they should be opened using the Adobe Reader. Some browsers such as Google Chrome and Firefox by default use their own PDF reader to open PDF's. These readers do not work correctly on most extended PDF's. The PDF can be downloaded to your computer by right clicking on the link and then opening it using the Adobe Reader. To do this the Adobe Reader would need to be installed on your computer.

See below on how to use the Adobe Reader rather the default reader on Google Chrome and Firefox.

**Firefox** - Open the PDF form and once form opens there should be a button at the top right of the window that reads "Open with Different Viewer".

- Clicking on that button should give you a pop-up window that has the option (radio button) to Open with Adobe Reader.
- Click on that radio button and then click on the OK button will reopen the form correctly in Adobe Reader.

**Google Chrome** - To always open PDFs with the Adobe Reader do the following one time before opening the form. Once this is done all PDFs should open with Adobe Reader.

- With Google Chrome open click on the Google Chrome Menu (**3 vertical dots**) near the top right of the window.
- Click the option "**Settings**".
- At the bottom of the "**Settings**" window click on "**Advanced**".
- Scroll down and under "**Advanced**" to find the option "**Privacy and Security**" and click on the "**Site Settings**" arrow on the far right.
- Scroll down and find "**PDF documents**" and click the arrow on the far right.
- This displays the option "**Download PDF files instead of automatically opening them in Chrome**".
- Click the switch on the far right to turn it on.
- Now when you open a PDF it should open correctly with the Adobe Reader.