

Directions for uploading forms on the www.pprsf.org website

The forms need to be uploaded on the www.pprsf.org website. Here are the basic steps to do that:

1. Individually open each of the forms and save them in a PDF format. Be sure to label the new documents with a name that makes sense, such as **Form 1 2017**. This needs to be done for each form unless it is already a PDF. Remember where these new documents are saved.
2. Go to the www.pprsf.org website and login with the correct user name and password.
3. Select **Paperwork** at the top of the page
4. Select a box for one form, such as **Form 1** and select **Choose File**. Locate and select the saved form and click on **OPEN**. The name of the saved form should appear in the small box.
5. Select **Upload File**
6. If a document is uploaded in a location, a check will appear on the left side of the page. To check to see if the document opens or is the correct form select **View Uploaded File**.
7. Repeat this process for each form. Do not be too concerned if some forms are in the wrong boxes - the SRC will still be able to see them. **If a second document is uploaded in a box, it will replace the one that is already there.**

This process sounds a bit tedious, but it gets easier after the first few tries.