

## Instructions for completing a fillable PDF form

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### To complete your application:


1. Ensure you have the latest version of Adobe Reader.
2. **Before completing the document**, save the form (PDF format) to a location on your computer.
3. Choose File > Open and find the PDF application you saved to your computer. Open it.
4. Complete all required fields. When you are finished, click the signature field.
5. Follow the steps onscreen to create and insert your electronic signature.
6. Save the final version of the document.
7. Click the "submit Form" button built into the form. This will allow you to submit the form via email directly from the form. The form will automatically be attached to your email.

**Do not complete the form online within your web browser, your data will NOT be saved. Please save it to your computer first, and then fill it out.**

### What to do if you have any problems:

Print the application, complete it by hand and email to us. If you have any questions about this process, please contact us.

 [support@aircrewinsurance.com.au](mailto:support@aircrewinsurance.com.au)

 1300 089 847