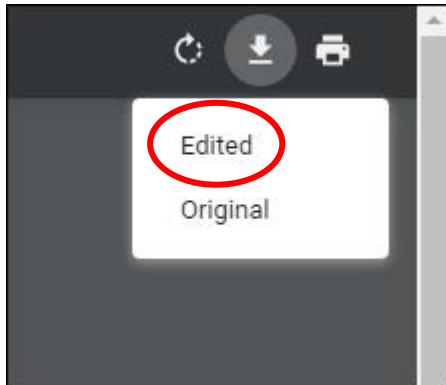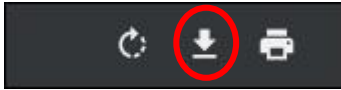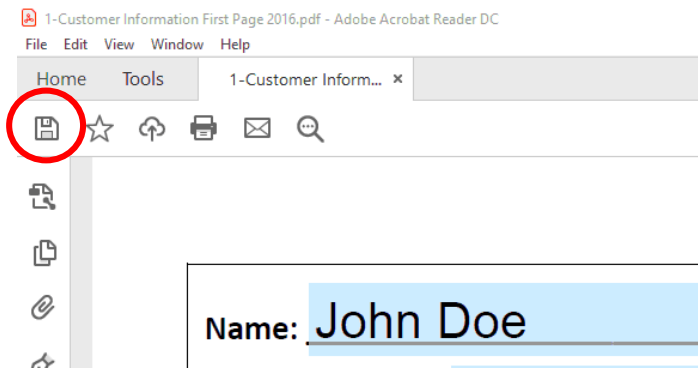# Instructions to Submit Forms

1. Click the form Orientation and Assessment Information to open it
2. Fill in highlighted fields with correct information. Form could open in Chrome or Adobe depending on computer settings.
3. Download file using the circled button below (this will be located on the top right of the screen). Select the "Edited" version or "With Changes" (this will only show if document is filled in).

If it opens in Adobe, fill the form in and click the save icon, located at the top left:

The default folder to save forms in is "My Downloads."

4. Go back to Welfare to Work webpage, and click **submit forms here** on website
5. Attach forms to email
   - New window should open with your email options, attach document (instructions below). If no window opens, go to your email and COMPOSE a new message.
   - Click on the icon to attach a file. This icon appears as a paperclip symbol in most email programs, or as a clickable "add attachment" button. After you click on the icon to attach a file a box will pop up onto your screen.
   - Browse the information on your computer my clicking on the folder that contains the file that you would like to attach (The default folder is "My Downloads"). When you find the needed file, click on it and then click on "open." This will start the process of attaching the file to your outgoing email message.
   - Read the directions on your computer screen. It will most likely say that the file was attached successfully.
   - Write the text of your email. The email address should automatically be entered, but if it does not, the email address to send forms to is **sccwd@co.sullivan.ny.us** .
6. Send email to submit forms.

QUESTIONS? CALL US AT 845-794-3340 OR CALL YOUR WORKER DIRECTLY