Saving the Completed E- Forms



Dec-2024

Saving the Completed E-form

An electronic copy of the final, completed e-form is on file in the Research Foundation. A link to that copy is sent in an email to the PI and the Preparer may be accessed at any time by selecting the link in that final e-mail.

It is also possible to Save a copy of the completed e-form using these instructions:

> Select the Print button from the formatta ifiller toolbar



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> Click Destination Adobe PDF and All pages and hit Print button

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Enter the filename at the location where the file should be saved (you can change the file name at this point if you wish to the vendor name, etc)

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