**How to download a form**:

1. Click on the form you want to download.
2. In the upper right-hand corner, click on the “Download” icon arrow.



1. Save the form to your drive.
2. At the bottom left, you will see a drop-down box labeled with the name of the form you clicked on.



1. Click on “Show in Folder” (so you’ll use the form you just saved in your drive).
2. After you have filled out the form, save the document for your records.
3. Send the document to your department’s benefits representative and copy yourself on the email to verify it was successfully sent.