

Directions for filling in the Considerations, FBA, and BIP forms

1. When you download the form for the first time from the intranet, it will be in “read only” format. Save the unfilled form to your My Documents folder for ongoing use.
2. Fill in the form and save it to your “My Documents” folder with a different name.
3. For any item in the form that you want to leave blank and that has placeholder text (for example, a text box that says “click here to enter text”), simply click in the text box and hit the spacebar once. The placeholder text will disappear and the text box will remain blank.