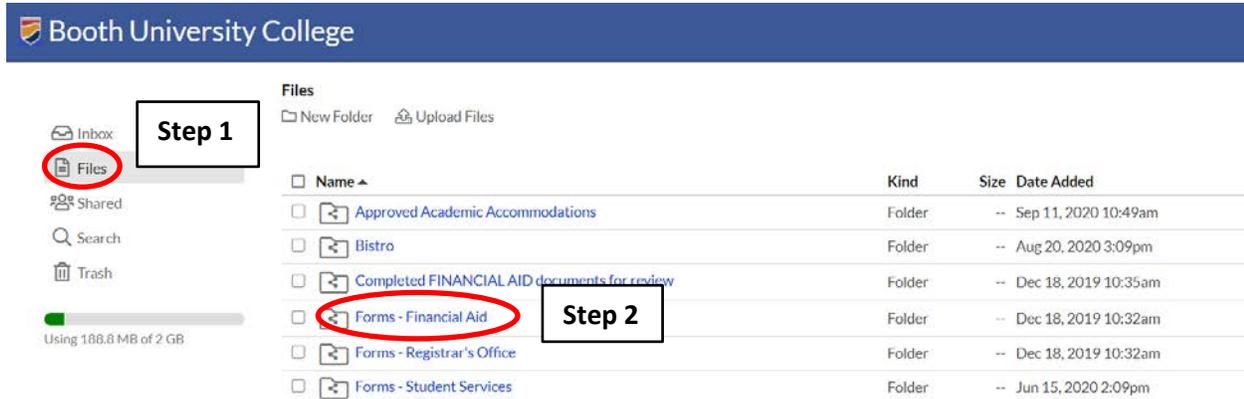


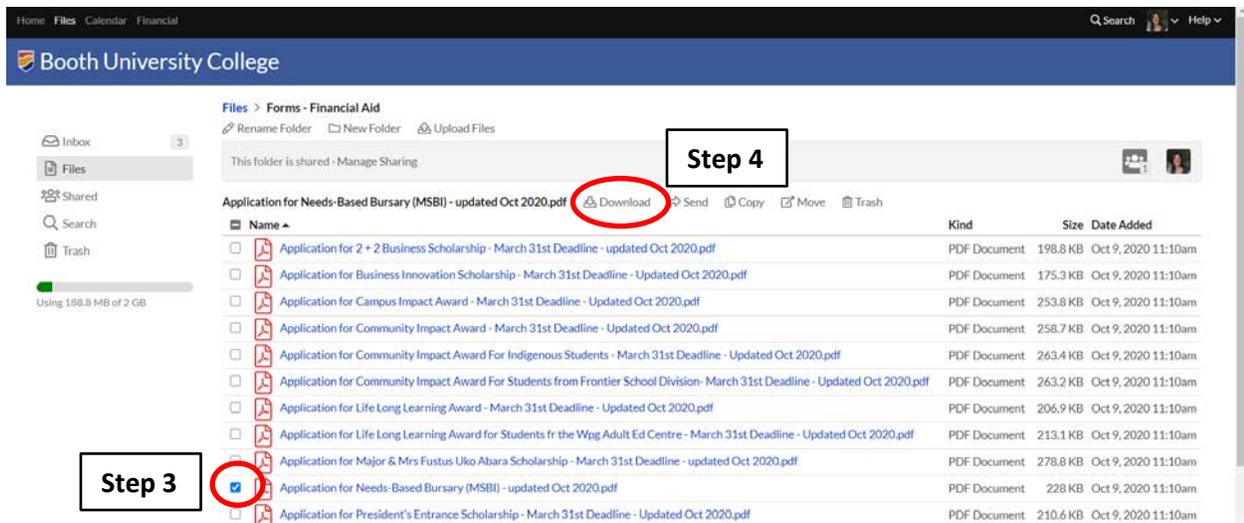
# Populi Instructions

## How to Download a Fillable PDF form, Complete, Upload and Send



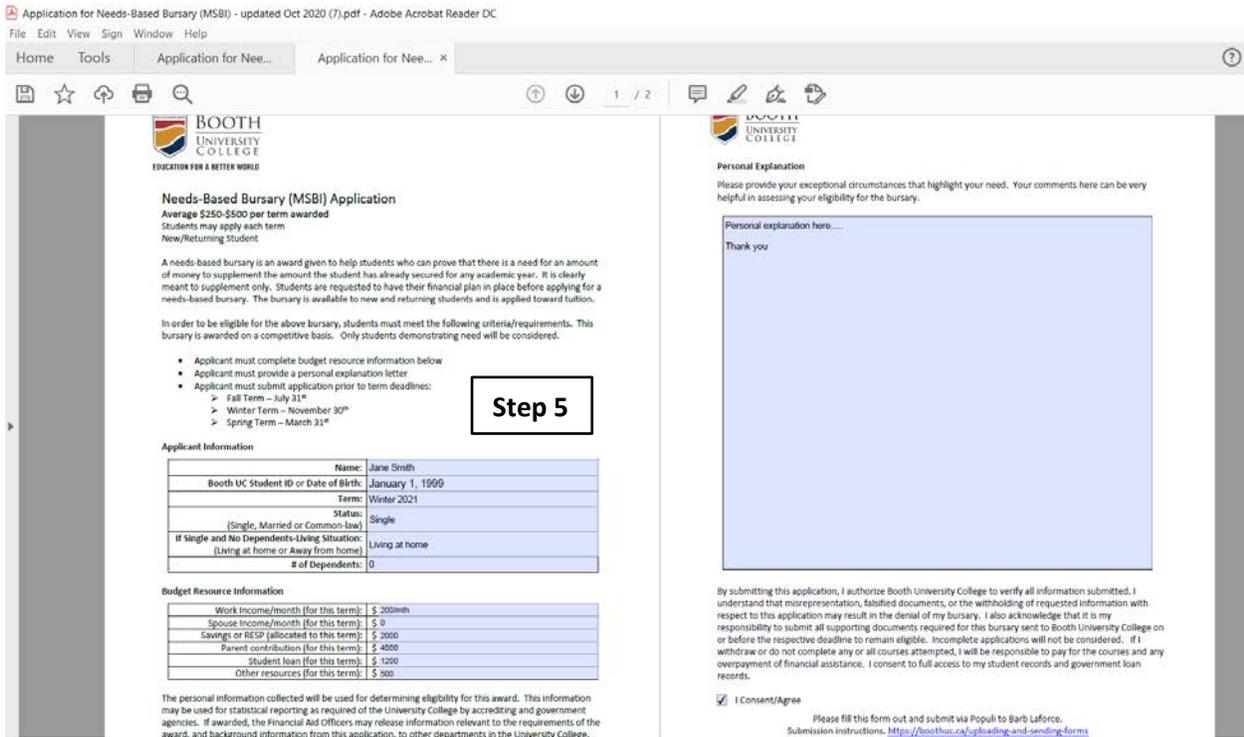
**Step 1:** From your Populi account, locate the “files” section.

**Step 2:** Click on the file where the document you are seeking is kept ie: “Forms – Financial Aid”

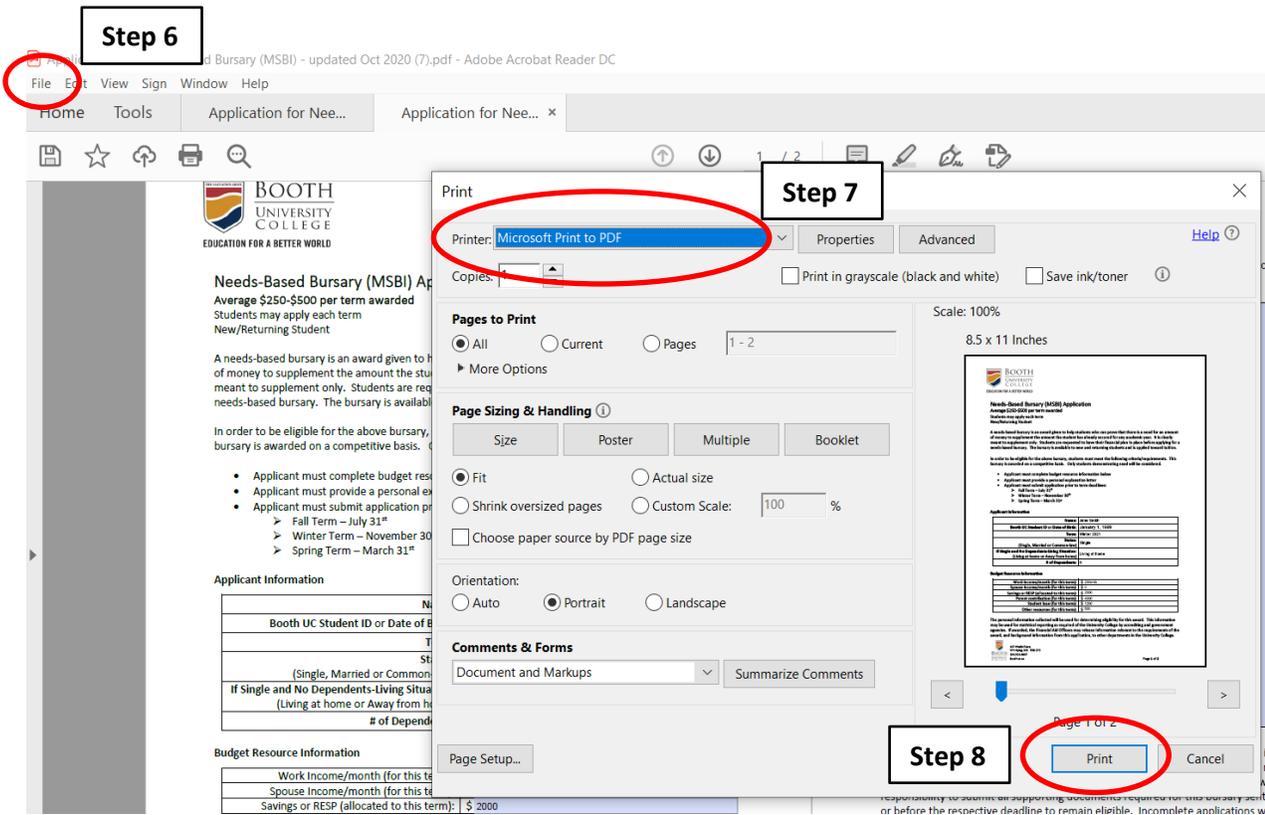


**Step 3:** Click to highlight the form you wish to complete.

**Step 4:** Click on “Download”.



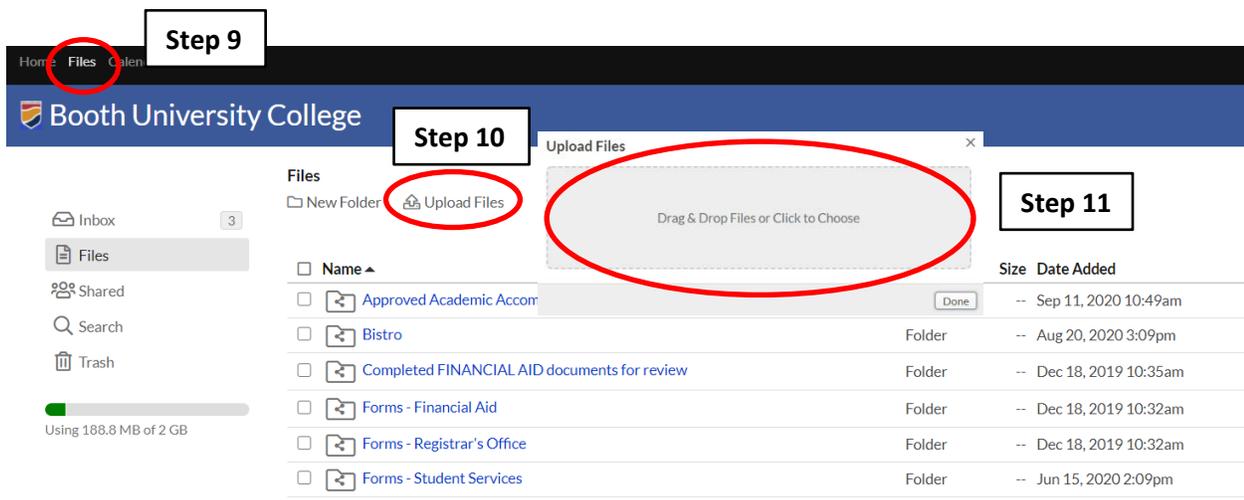
**Step 5:** Complete all blue fillable PDF sections.



**Step 6:** Once completed, click “File” then “Print”.

**Step 7:** Choose Printer selection to be “Print to PDF”.

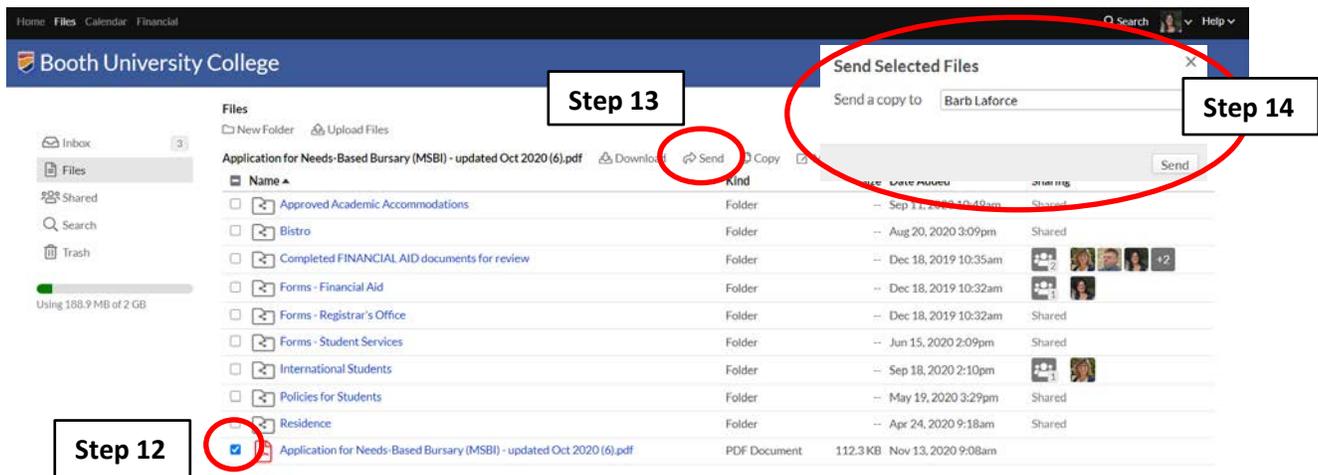
**Step 8:** Click on “Print” and choose a destination on your computer you wish to save your form.



**Step 9:** From your Populi account, locate the “files” section

**Step 10:** Click on “Upload Files”

**Step 11:** Drag & Drop your form onto the box, or Click to Choose it from your computer



**Step 12:** Select the uploaded Files file by clicking in the box

**Step 13:** Press “Send”

**Step 14:** Type in the name of the person you wish to send your form to (it will autofill once you get started), and Press “Send”. The uploaded file will remain in your files for your records.