



To access the forms within an Administrative Guide, you must first download the protected zip files as follows:

1. Click on the Administrative Guide you wish to access.
2. Enter the username and password. Click **OK**.
3. Download the file by clicking **Save**.
4. Select a location on your hard drive where you want to store the file (ex.: C drive). Then click **Save**.
5. Once the file is downloaded, go to the hard drive location you chose and open the zip file by double clicking on it.
6. Once open, click on **Extract all files**.
 - a. Click **Next**
 - b. Click **Next** again
 - c. Click **Finish**
7. You can then click on the Administrative Guide and access all the forms from within the Administrative Guide itself.