



Alzheimer Society
PEEL

First Link Electronic Form Submission

Tip Sheet

Initial setup

1. Download the form
2. Click Save
3. Save to your desktop or other directory
4. Click SUBMIT
5. Allow Adobe to access your Email Account
6. Close any Drafts that may be open

Subsequent Use

7. Next time send directly from your saved form
 - a. Retrieved saved form
 - b. Fill out the form
 - c. Click **Save** to save your completed form
 - d. Click **Submit**
 - e. A new email page will load
 - f. Input the email address <first.link@alzheimerpeel.com>
 - g. Attach the saved completed form
 - h. Click send
 - i. Close any Drafts that may be open