**Instructions for Using the Fillable PMP Form**

1. Once the PDF is open, select the **Download** button in the upper right corner of the screen. A window will appear asking what you want to do with the file.
2. Select **Open With**.
3. Use the drop down box next to select **Other….**
4. A window will appear entitled Choose Helper Application. Select the first option: **Adobe Acrobat DC.**
5. Click **OK.**
6. You are now returned to the previous window.The window should now read, **“Open With Adobe Acrobat DC.”**
7. Click **OK.**
8. You are now able to fill in the form. The form will also calculate all weights and ratings.

**Instructions for Saving the Fillable PMP Form**

1. Once the form is filled in, go to **File** ad click **Save As**.
2. Enter the file name of your choice.

***Caution!***

***Once you save your document, it will be converted back into a PDF that will no longer be able to be edited.***