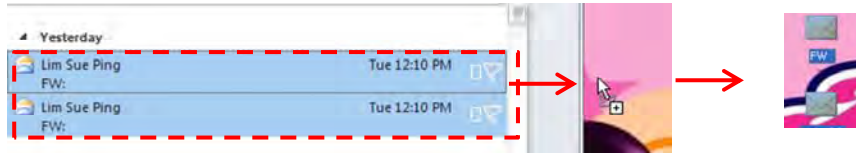



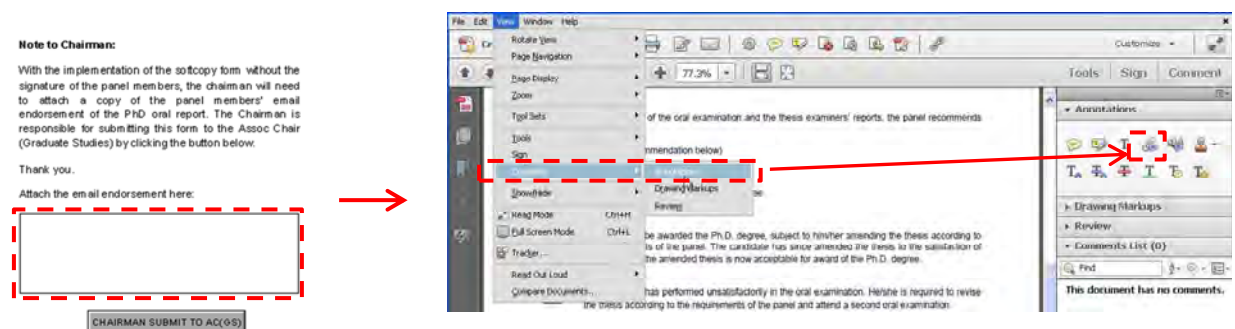
Instructions on How to Attach Files to the PDF E-Form using ADOBE READER/ADOBE PROFESSIONAL

1. To attach the email endorsement files to the PDF E-Form, click and select the email messages from your outlook mailbox and drag to your own computer hard disk.

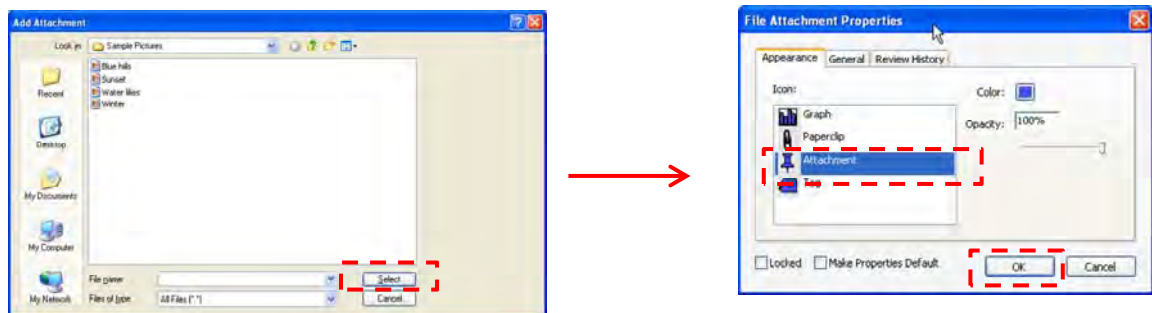


2. Go to (1) *View-> Comment->Annotations*, click the **Attach File** icon  shown at the *Annotations* section, located at the right column. (2) For Adobe Reader running version 10 or below, go to **"Comment & Markup -> Attach a File as a Comment"**.

Click on the document page where you want the Comment icon to appear.

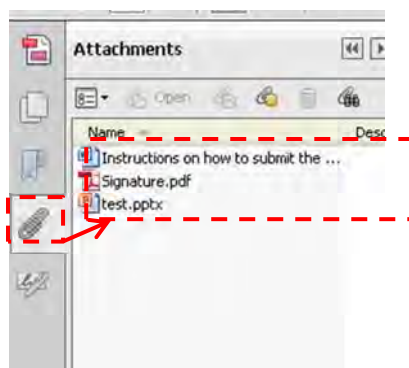


3. The **Add Attachment** dialog opens. Choose the file and click **Select** to proceed. From the **File Attachment Properties** window, under **Appearance** section, choose the **Attachment** icon. Click **OK** to proceed. An **attachment** icon will be shown when the file has been attached. To check the document status dialog, users can right click on the attachment icon.



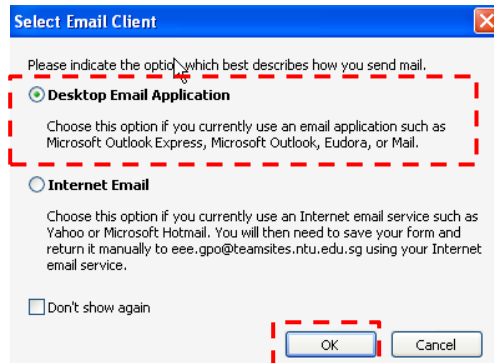
4. To view the list of attached files, click the **Attachments** icon to open the Attachments panel, shown at the lower left section.

(Note: All Windows application file (.exe) and all .zip compressed files cannot be attached to PDF documents)

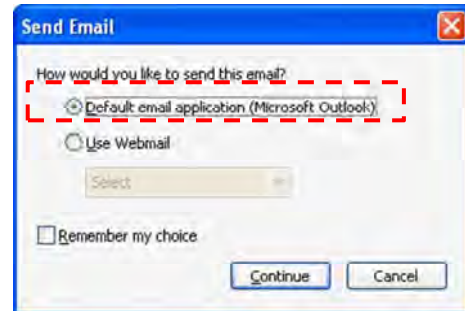


Instructions on How to Submit the PDF E-Form

1. Launch the **PDF E-form** using the Adobe Reader or Adobe Acrobat Professional application. When the information has been input by the user, click the **Submit** button.
2. User is required to send the attached **PDF E-form** using the recommended Microsoft Outlook application. Choose the **Desktop Email Application** or **Default email application (Microsoft Outlook)** options depending on the versions of your Microsoft Outlook application. Click **OK** or **Continue** to proceed.

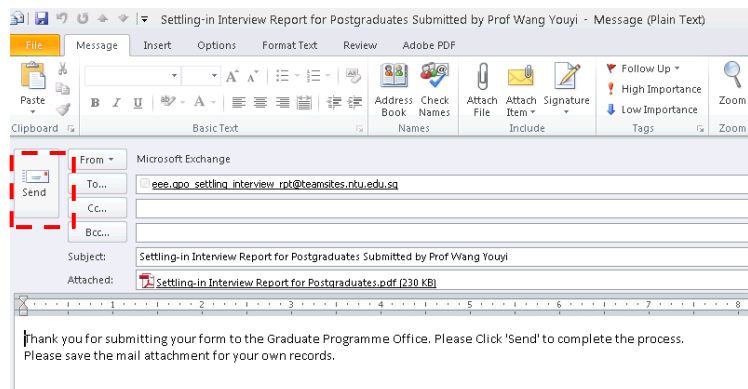


OR



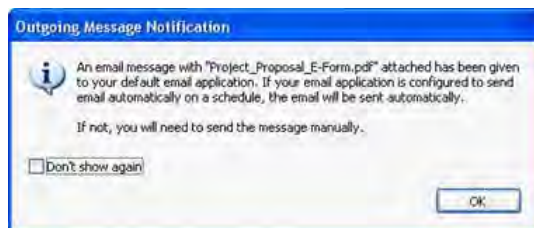
Adobe Reader/Adobe Acrobat Professional (9.0 and above)

- a. Users will be directed to the following outlook window upon completing either part 1 or part 2, depending on the software version of the user's application. To confirm the submission of the project proposal, click **Send** to proceed.



Adobe Professional (8.0 and lower)

- a) After completing part 2, users will receive the outgoing notification message.



For technical assistance, please contact:

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