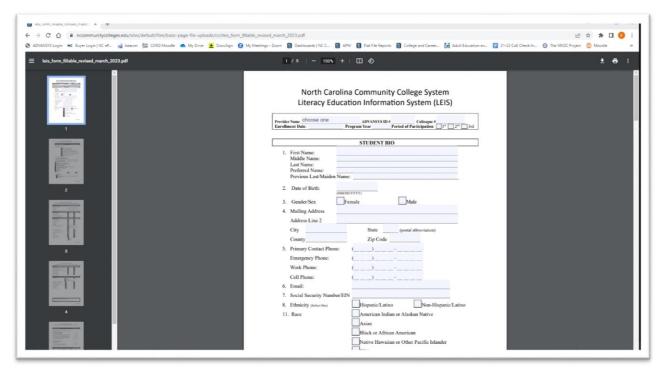
## How to Access and Fill out the Online LEIS Form

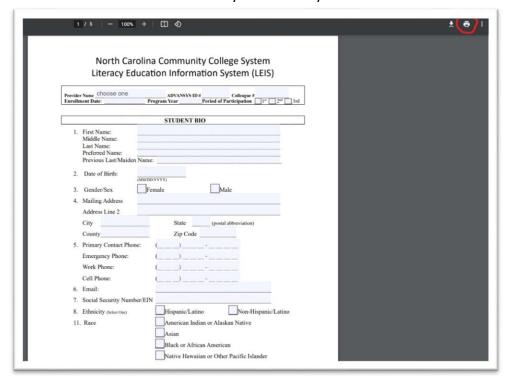
- 1. Access the Form: LEIS form
- 2. Open the Form: click on the link or button to open it. The form will typically open in your web browser as a PDF or an interactive web=d page.



- 3. Review the Instructions: Before you begin filling out the form, take a moment to review any instructions or guidelines provided. Ensure that you understand the requirements and any specific formatting or information that is requested.
- 4. Navigate the Form: Use your cursor or keyboard to navigate through the form fields. Click on each field you need to fill out, and the cursor will appear, ready for input.
- Enter Your Information: Start filling out the form by typing your information into the appropriate fields. Depending on the form, you may need to provide personal details, contact information, or respond to specific questions.
- 6. Select Dropdown Options: The form includes dropdown menus or multiple-choice options, click on the dropdown arrow or select the appropriate option from the list.



- 7. Checkboxes and Radio Buttons: For checkboxes, click inside the box to mark it with a tick or X symbol. For radio buttons, click on the option you want to select. In both cases, you can usually deselect an option by clicking on it again.
- 8. Review Your Entries: After you have completed filling out the form, review all the entered information to ensure accuracy and completeness. Double-check that you haven't missed any required fields or made any mistakes.
- 9. Save the Form: To save the filled-out form, look for a "**Printer Icon**" button. Click on it and choose a location on your computer to save the PDF file. Make sure to use a memorable name for the file so that you can easily locate it later.



10. Verify Save Success: Once the file has been saved, navigate to the location where you saved it, and confirm that the file is there. Open it to ensure that your entered information is visible and properly saved.

**Remember**, the specific steps may vary slightly depending on the platform or website hosting the online fillable form, but these general instructions should help you fill out the form and save it successfully.