Instructions for Fillable Forms

Please note that these browsers will not use PDF fillable forms:

Mozilla Firefox and Microsoft EDGE

To Print the document with the inputted data:

RIGHT click the browser window to bring up a pop-up menu. Choose PRINT.

To Save information in the FILLABLE FORMS, please follow these steps.

- 1) When the form is ready to be saved, RIGHT click the mouse.
- 2) Choose PRINT
- 3) If the DESTINATION says "Save as PDF" go to step 6. If it does not go to step 4.
- 4) Click CHANGE.
- 5) Choose SAVE AS PDF.
- 6) Click SAVE.
- 7) A pop-up window will come up. If it does not appear in front of the main window, it may be behind it. In that case go to the top right corner of the screen to: "- \square X". Click on the "-" to minimize the main screen. The pop-up window should appear there.
- 8) This window is asking where to save the PDF file. In the smaller half of the window, if not already highlighted, click "DESKTOP". It should be the first of the choices listed.
- 9) At the bottom of the larger side of the window, in the box click and type in the file's name. Click the "X" on the right side of the window to close it.
- 10) Go to the DESKTOP, click on the file and it should be saved as a PDF with the data showing. This file can be emailed or a hard copy printed.
- 11) If the data doesn't appear in the saved file, then maximize the browser window again. Click the symbol for the browser that is being used (Internet Explorer, Chrome, Opera), and the online version of the document should be visible. Try the process again.

Information Sheet Presbytery of Carlisle

Name				
Last	First	Middle		
Home Address				
Home Telephone		Work Telephone		
E-mail Address		_ Cell Phone		
Social Security Number	(Information needed to worl	_ Date of Birth k with the Board of Pensions	s.)	
Do you participate in Sc	cial Security?	Yes	No	
Ordination Date	Ordaining Presbyt	ery		
Date of action to receive	you in Carlisle Presby	rtery		
Year commissioner to G	eneral Assembly	Presbytery		
Have you been a comm	issioner to Synod?	Yes	No	
If not serving in a pari	sh position, please an	swer the following:		,
I participant in the pensi	on plan of the PC(U.S.	A.). Yes	No	
Please indicate your pla	ce of employment and	employer's address as	well as your tit	le below.
Title				
If married, please provi	de:			=====
Spouse's Birthdate (mo				

Service to the community:		_
		<u> </u>
Awards, Honorary Degrees, [Doctoral Degree, etc.:	
Life Achievements:		
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Please return to: Presbytery of Carlisle, 3040 Market St., Ste. #1, Camp Hill, PA 17011