

INSTRUCTIONS FOR USING THE FILLABLE PDF APPLICATION FORMS

Visit our website www.wawanesalife.com/LF/EN/brokerforms.html to access the fillable pdf application forms (the password is “broker”). All English forms are available in fillable pdf format.

Instructions

- ◆ Open Adobe Reader. Please note that Adobe Reader version 8.0 or later will be needed to access the fillable pdf application forms. **Go to <http://www.adobe.com/> to download the latest version of Adobe Reader for free.**
- ◆ Click on the link to the application form you wish to complete.
- ◆ Ensure the “Highlight Fields” button in the top right hand corner is clicked.
- ◆ Fill in the relevant information. You can use the Tab key on your keyboard or your mouse to navigate between entry fields and check boxes. Please note that **red** entry fields denote required fields.
- ◆ If you wish to save the client’s information, save the form by clicking on File > Save As in the main menu. After the form is saved, further additions and alterations can be made to form data.
- ◆ If you wish to reset the data entered, you may press the “Reset” button at the top of the first page. Please note this will erase all data entered into all fields.
- ◆ When finished entering data, you can print the page using the “Print” button at the top of the first page.
- ◆ Please note that all signatures must be written by hand.
- ◆ The printed and signed form must be mailed or faxed to Wawanesa’s Head Office for approval.

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NOTE: If you wish, you may print the desired application form and complete it by hand.

PDF Printing Problems

Some printers do not have enough memory required to print PDF files from the internet. Subsequently, you may be unable to print one or more of Wawanesa Life’s forms. This problem is easily fixed by adjusting your Adobe Reader settings. To change your settings:

- ◆ Open the Adobe Reader program by double-clicking on your Adobe Reader icon.
- ◆ Click on Edit in the main menu and choose Preferences.
- ◆ Click on the Internet tab.
- ◆ Remove the checkmark from the “Display PDF in browser” preference and click OK.

NOTE: You must restart your computer for this change to take effect.

For technical support call 1-866-416-4722 or email servicedesk@wawanesa.com.