

Instructions for Filing an On-line Supplement

Minimum Software Versions

In order for the on-line filing process to function correctly you will need to ensure that you have recent versions of Adobe Acrobat Reader and an Internet browser program.

Internet Browser

Internet Explorer 5.5 or higher available at: <http://www.microsoft.com/windows/ie/default.msp>

Netscape Navigator 6.1 or higher available at: <http://browser.netscape.com/ns8/>

Mozilla FireFox 1.02 or higher available at: <http://www.mozilla.org/>

Other Internet browsers have **not** been tested and may not function correctly.

Adobe Acrobat Reader

Acrobat Reader version 6.0 or higher is **required** for this process to function correctly. The Acrobat Writer software is **not** required, and use of the Writer will cause the submittal process to fail. If you do not have an up to date version of the Acrobat Reader you can obtain the latest version available for your computer at the following site:

<http://www.adobe.com/products/acrobat/readstep2.html>.

Supplement Process

Getting the form

After completing and submitting the on-line application you will see a screen indicating whether you appear to qualify for the examination. If you are considered a qualified candidate, the screen will contain a confirmation number **and** a link to allow you to download a blank copy of your supplement form. Clicking this link will open the form inside your Internet browser.

NOTE: It is important to understand that the form has **not** been saved to your computer at this time, closing your browser will delete your form and you will need to download a new version from the Internet.

Filling Out Your Supplement

With the form open inside your browser you will be able to complete the form as required. If the supplement requires a lengthy response, and you have the answer already worked out in your word processor, you can “copy” the text from your word processor and “paste” it into the form.

Saving Your Form

At any time during the process you can choose to save a copy of the form, with the answers you have already completed. It is **not** necessary to save the form before you submit it. However, if you want a copy for your records or want to save it to complete later you **must** use the button on the form labeled “Save Form”. *If you use any other method of saving you will lose all information that you have already entered into the form.*

NOTE: It is **very** important to note that saving a completed form is actually a two-stage process. After clicking the “Save Form” button your browser will pause for a short time while the remote server verifies the validity of any information entered, and prepares the form to allow saving with data. After this short pause your form will reappear and a warning message will appear. This message is simply to remind you that your form has been prepared for saving and that any warnings issued by Acrobat Reader concerning lost data can be ignored. After you click the “OK” button you will see a green button labeled “Download”. You **must** click this button and then choose a save location and file name to complete the save process, if you do not complete this second step you **will not have saved your form to your computer.**

Submitting a Completed Form

When your form is complete and ready to submit you should simply click the button on the form that is labeled “Submit”. Again you will notice your browser pause for a few seconds while the remote server verifies your information and stores it in the database. You will then be directed to a screen thanking you for your submission. This screen is your *immediate* confirmation that your supplement has been received and stored in our database. If you see this screen you can be assured that your form has been received.

All Personnel Department Supplemental forms will contain an optional field labeled “E-mail Address”. If you wish to receive an e-mail upon receipt of your form, that will contain a confirmation number for future reference, please ensure that you fill in this field with a **valid** e-mail address to which you have access. Personnel Department staff cannot answer questions concerning receipt of on-line supplement forms; if you want a confirmation of receipt you must provide an e-mail address on your supplement.