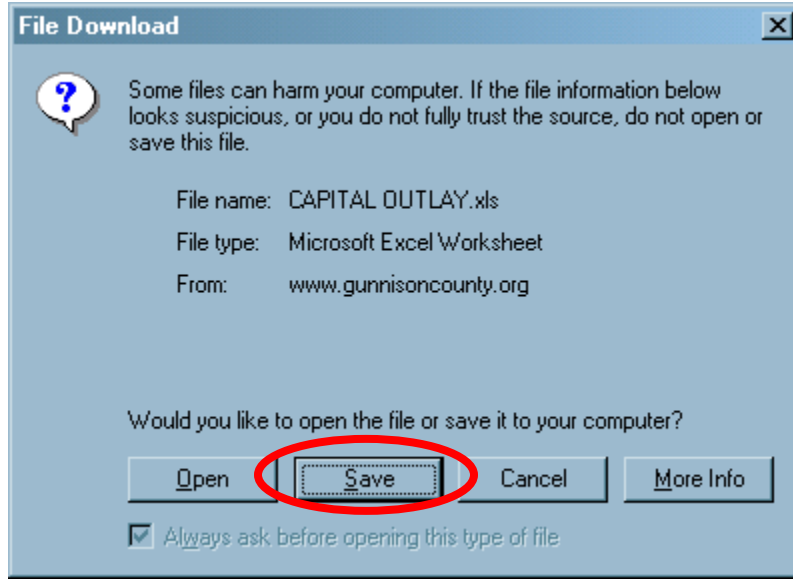


## Form Retrieval Instructions

1. Click on the desired form/narrative/worksheet.
2. You should see the this dialog box:



3. Click **save**. If you click open, your changes WILL NOT be saved!
4. Navigate to your M: drive or where you typically save your files.
5. Name the file something that you will recognize later.
6. You are now ready to work on the file.
7. After you have finished working with the file, email the file to [bcowan@gunnisoncounty.org](mailto:bcowan@gunnisoncounty.org) on or prior to the submittal deadline for that form.
8. You will receive a return receipt verifying the file has been received.