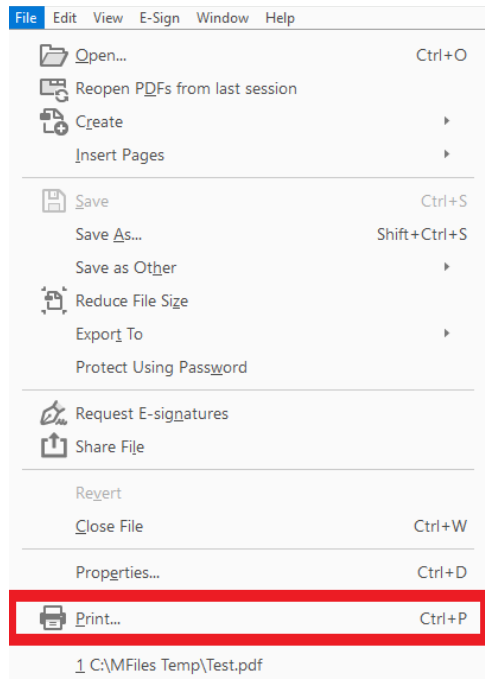


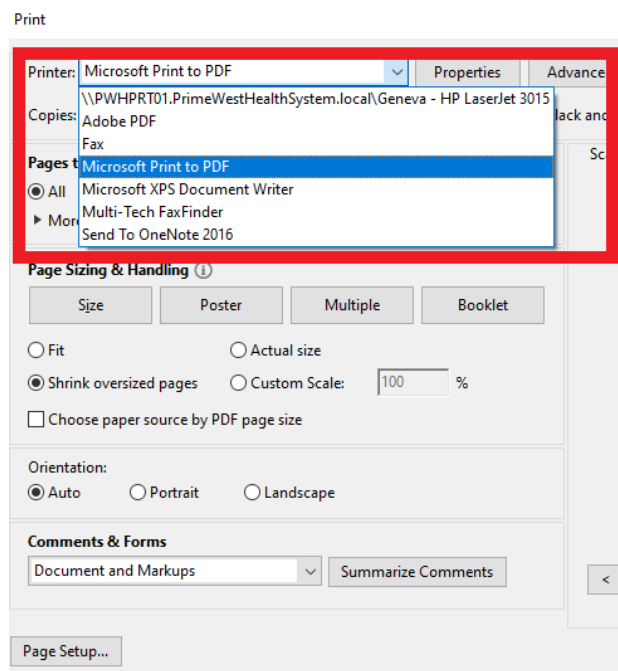
## How to Create a Non-Fillable PDF

PrimeWest Health does not accept fillable forms (i.e., forms that can be edited) submitted through the Provider Web Portal. After completing a form, do the following to save the document as a PDF that cannot be edited.

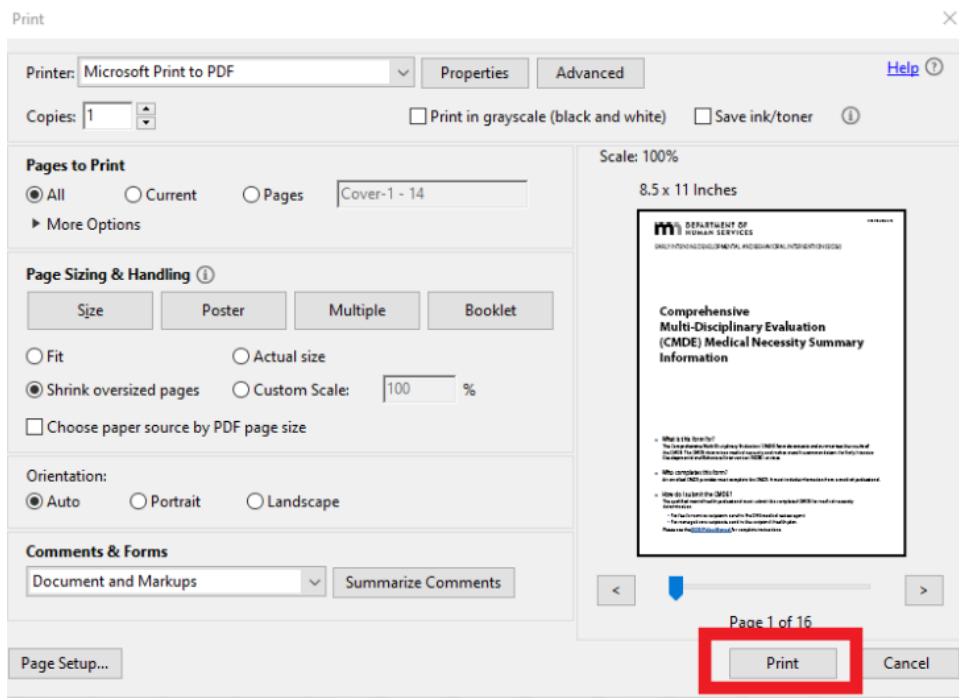
### 1. Click *File > Print*



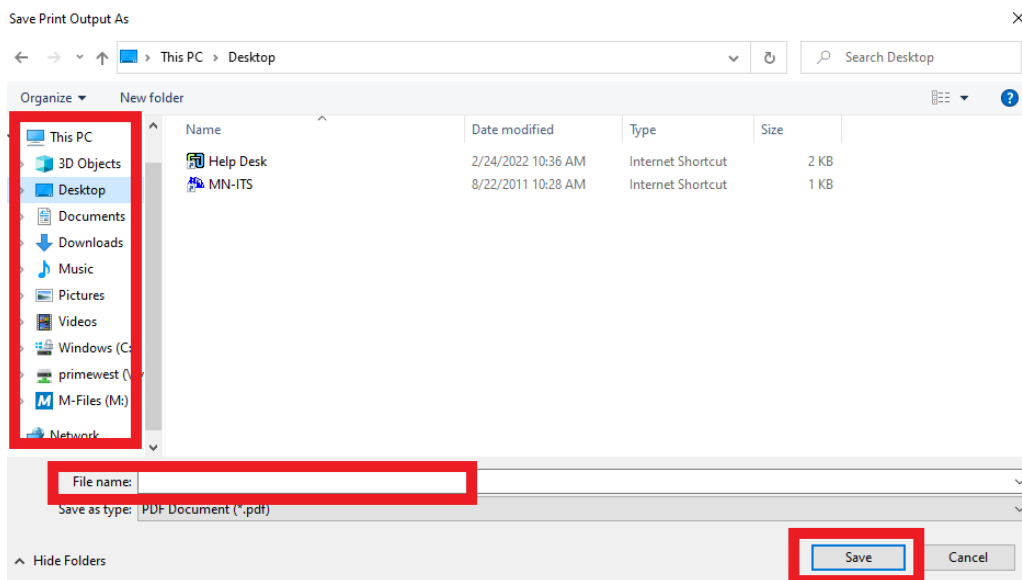
### 2. Select “Microsoft Print to PDF” in the Printer dropdown box



### 3. Click *Print*



### 4. Select the location on your PC that you want to save the PDF, then give it a file name and click *Save*



The form will be saved in the location you chose as a PDF that cannot be edited. This is the file that should be submitted in the PrimeWest Health Provider Web Portal.