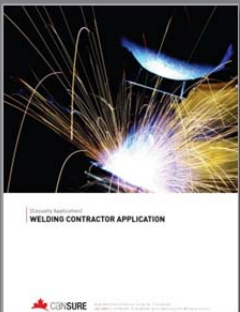
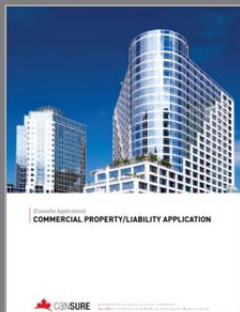


Our new online .pdf applications are fast and easy to use! You simply save them to desktop and complete electronically.

You no longer have to fill them out by hand, print, scan, fax or mail them to us - just complete online and attach to an email!

**“We’re helping to make your life a little bit easier!”**



## Online Fillable Applications Instructions for Use

1. Download an application from our website.
2. **OPEN** the form and, using the Adobe Toolbar (just above the form at the top left), click on **“FILE”** then **“SAVE AS”** then **“PDF”** and save a copy to your desktop, or a specified folder. At this time, you also have an opportunity to rename your file.
3. Use your **“TAB KEY”** to navigate between data input fields, or click your mouse in a particular field for entry. **SIMPLY TAB AND TYPE!**
  - The **“Reset Button”** located at the top right of each application form, will completely clear any data fields that contain input from a previous use.
  - Use your mouse to check or uncheck **“Yes / No”** type boxes.
  - As some fields are designated **“numerical”**, they will require your entering a number or an amount, rather than text. You may find your computer beeping at you because you are trying to enter text in a designated numerical field. If any such field requires you to enter a minus balance, do so using a hyphen – for example, - \$80.
  - On the Adobe toolbar you also have the option of clicking on the **“Highlight fillable form fields”** button if you prefer to see the input areas highlighted.
  - **Watch for Overflow Text.** The fields in these application forms have no character delineation; in other words you can type indefinitely within a field, however, any text that wraps, will not appear when printed. You can visually see this happening, so just be careful to type only to the end of the field and not beyond.
4. Once all fields have been entered, check the document over to see that you haven’t missed anything and repeat **STEP 2: “FILE” “SAVE AS” “PDF”**. You will get a message saying **“The file already exists. Replace the file?”** Just respond **“YES”**.
5. Now you may either **PRINT** the form (go to **“FILE”** then select **“PRINT”**) or take the completed, saved application form and **ATTACH TO AN EMAIL**.
6. Use **“Title Case”** (lower case fonts) as this will allow you to input more information in any given field.

As these applications are currently in **“Testing Phase”**, we kindly request that you report any problems (or suggestions for improvements) to us immediately by sending an email to: **[info@can-sure.com](mailto:info@can-sure.com)**.

These new fillable online .pdf forms are fast and easy and you’ll soon get the hang of it once you have completed an application or two! If you get stuck, you can always revert to printing temporarily.

**If you have an old version of Adobe Reader - download an updated version from:**

**<http://get.adobe.com/reader/> or <http://get.adobe.com/reader/otherversions/>**



Simple | Convenient | Easy  
**YOU CAN BE SURE**