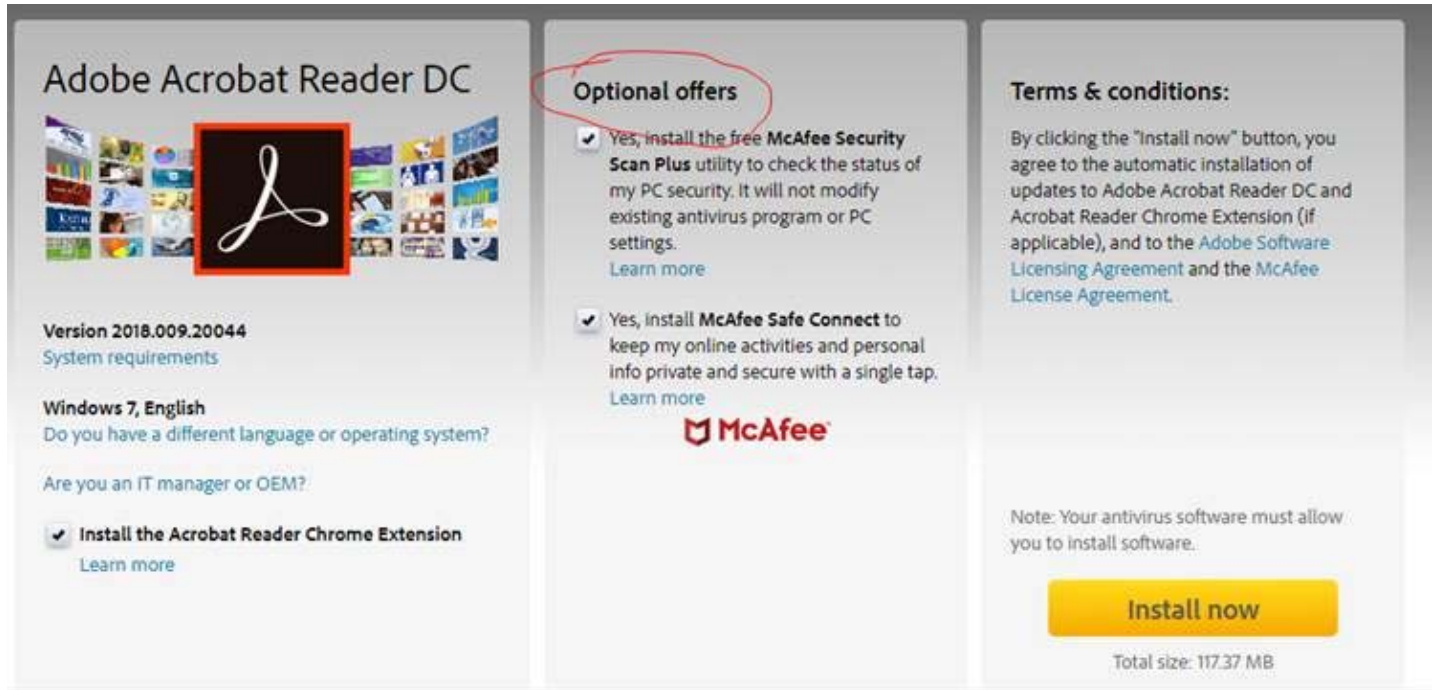


If you are having trouble opening and/or filling out our Initial Review smart form, please see the tips below. We are also happy to assist you at email@aspire-irb.com or **619-469-0108**.

First, because the smart form is coded on an Acrobat platform, Acrobat Pro or a recent version of Acrobat Reader is necessary. If you use another brand of PDF viewer, the forms will not work.

If you do not have either Adobe product, you can download a free version here: <https://get.adobe.com/reader/>
If you are limited to what you can install on your computer, you might have to contact your IT department to make this happen.

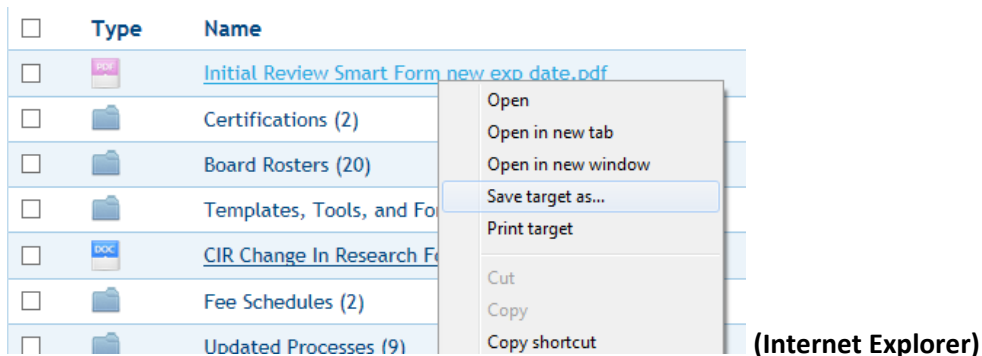
Be sure to **uncheck** any "Optional offers" before you click "Install Now" so that you do not download additional and unwanted products.

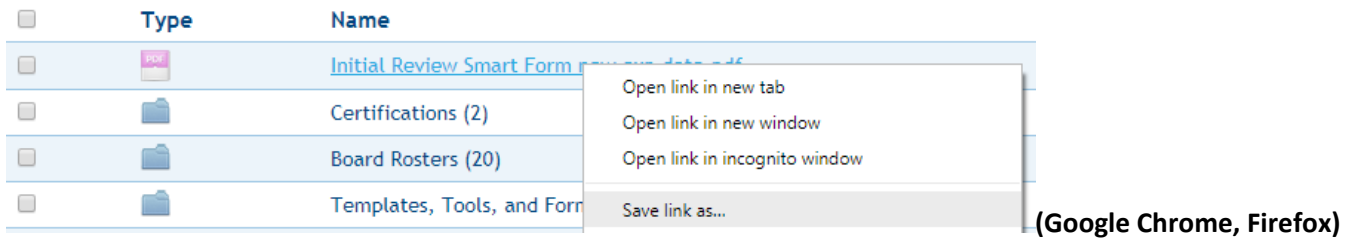


Next, make sure you have WCG's latest smart form that you can download from the portal's Library section. As of this writing, the smart form is named: ***Initial Review Smart Form new exp date.pdf***

Saving the PDF Smart Form:

You can typically download and save the form by clicking on the name in the portal's library section. However, some browsers do not do well when downloading PDF smart forms. If you have an issue downloading or upon opening the form, please right-click the name and select "Save target as..." or "Save link as..." and save it to your desktop or preferred folder.





Opening the PDF Smart Form:

Sometimes, a computer will try to open the PDF with a program other than Acrobat Reader or Pro.

If you get an unexpected message upon opening it, *or cannot fill out the form*, please open it using the following steps:

- Right-Click the document
- Select "Open with"
- Choose Adobe Acrobat (if applicable) or Adobe Reader

