



Selectable Application Print Instructions

* Print requests do not process immediately. The process runs hourly at the top of the hour. An e-mail stating the printable application is ready will be sent to you when the pdf file is ready to be viewed. If you need an immediate copy of a page, use the "Printer Friendly" view on the respective page and print using your browser's print function.

Step 1: Click the checkbox next to "[Application Name]" to display the pages in the application. Tabs with subtabs (Program Detail, Budgets, Assurances, etc.) will display as a blue hyperlink which must be clicked to expand. (Click the hyperlink, not the checkbox.)



Step 2: Uncheck the pages you don't want to print; for example, the Page Lock Control page.

Step 3: Verify all needed pages are checked then click the "Request Print" button.

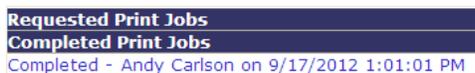
Step 4: A blue hyperlink will appear under the "Requested Print Jobs" heading.



Clicking on the hyperlink brings up a list of all the pages that will be printed.



Step 5: Once the Selective Application Print process runs, a blue hyperlink will appear under the "Completed Print Jobs" heading. Click this hyperlink to open a pdf version of the application.



Step 6: Save and/or print the pdf file using the Adobe® save and print functions.