

## Steps for Completing and Submitting the Form

These steps will assist in completing the form.

### STEP 1: Requirement

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Adobe Acrobat Reader must be available on your device. A free version can be downloaded at <https://get.adobe.com/reader/>.

### STEP 2: Download/Save to Device

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Download/save the [Application and Recommendation Form](#) to your device. Do not attempt to complete the form directly in a web browser as doing so will limit the functionality of the form.

### STEP 3: Complete and Sign

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- a. Open Adobe Acrobat Reader.
- b. Using the File/Open (Ctrl+O) menu, select the form you downloaded to your device in Step 2.
- c. Complete all the necessary fields, saving frequently until complete.

### Assistance with Electronic Signatures

Example: Lynn Lake  Digitally signed by Lynn Lake  
Date: 1953.0514 08:28:28 -06'00'

By clicking the designated signature fields, you will be prompted to do the following:

- Sign with a Digital ID (if you **have one**): Choose the Digital ID you want to use for signing, and select “Continue” and then “Sign.” You will be prompted to save the form with your signature.
- Configure a Digital ID (if you **do not have one**): Select the type of Digital ID, configure a new Digital ID by following the prompts, and then follow the steps to sign in with a Digital ID as given above.

### STEP 4: Submitting the Form

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Once the form is complete and signed by each representative, send an email to [tve@gov.mb.ca](mailto:tve@gov.mb.ca) with the application form and certified quotes as separate attachments.

A confirmation of receipt will be sent once the application is received.