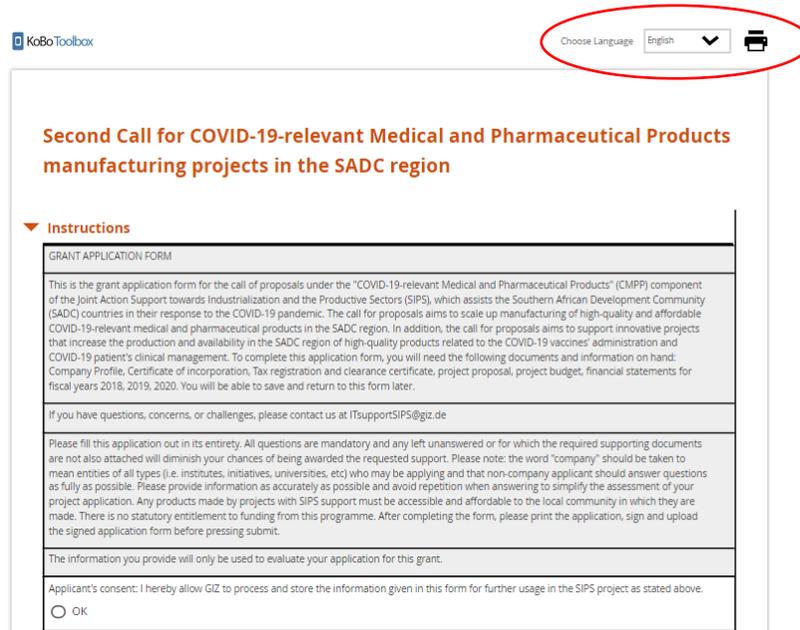# 1. How to access French / Portugese translations

1. Click "Choose Language."
2. Select either French or Portuguese to access the application in French / Portuguese.

Figure 1: Landing page of the application form

2. How to save a form

1. Fill in the application,
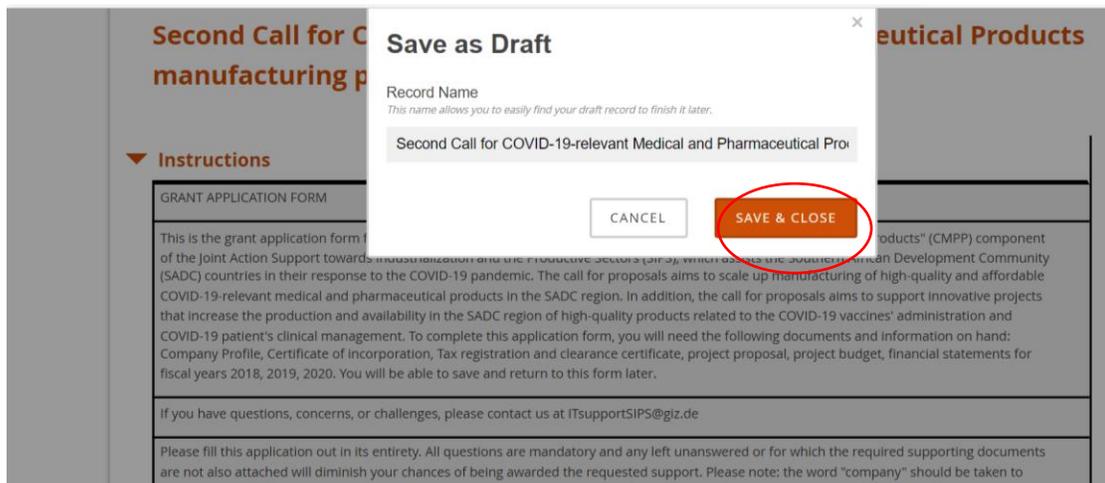2. At the end of the page, click "Save Draft", as shown in Figure 2
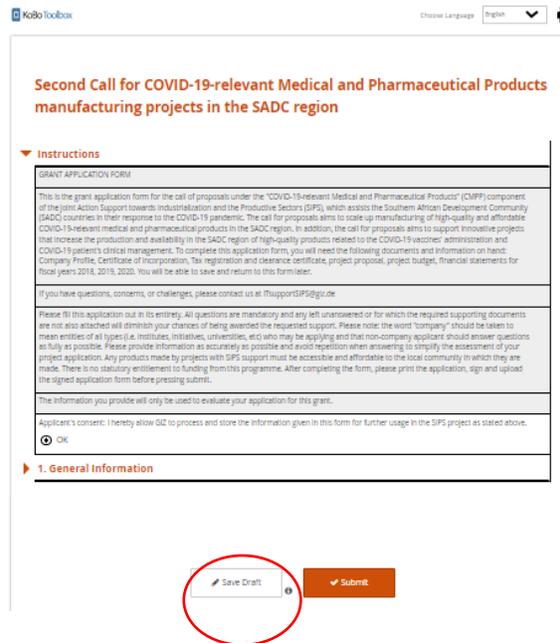
Figure 2: Location of the "Save Draft" button at the end of the page

3. Change the record name accordingly.
4. Click " Save and Close" as shown in Figure 3

Figure 3: How to name the saved record

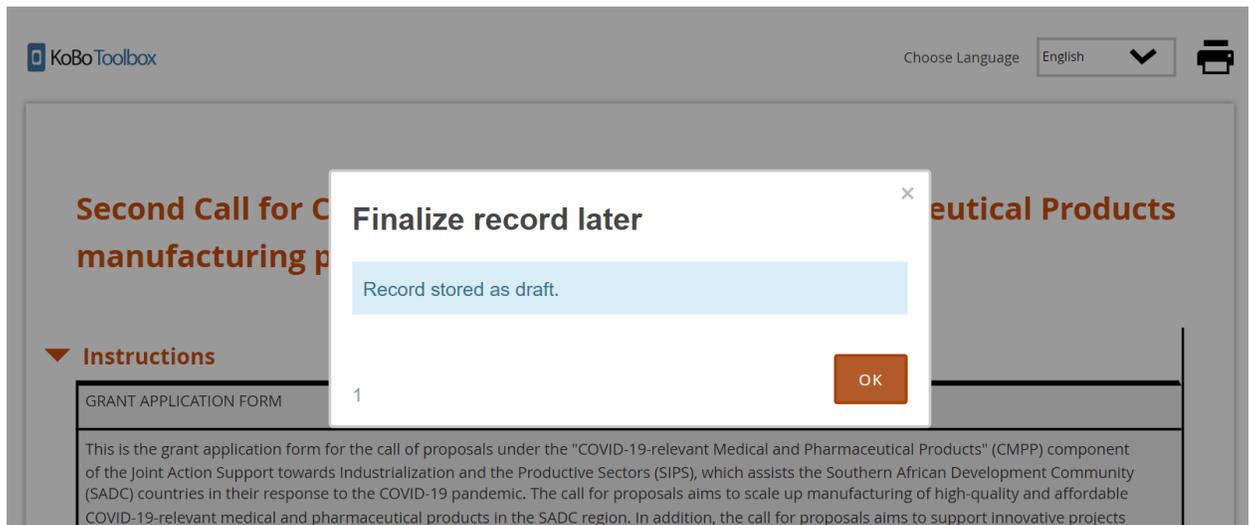After Saving you will receive a confirmation message shown in Figure 4.

Figure 4:

3. How to access previously saved forms

There are two ways to access previously saved forms.

1. When you revisit the application form, the website will prompt you to "load a record found" as shown in Figure 5. Click " Load Record"
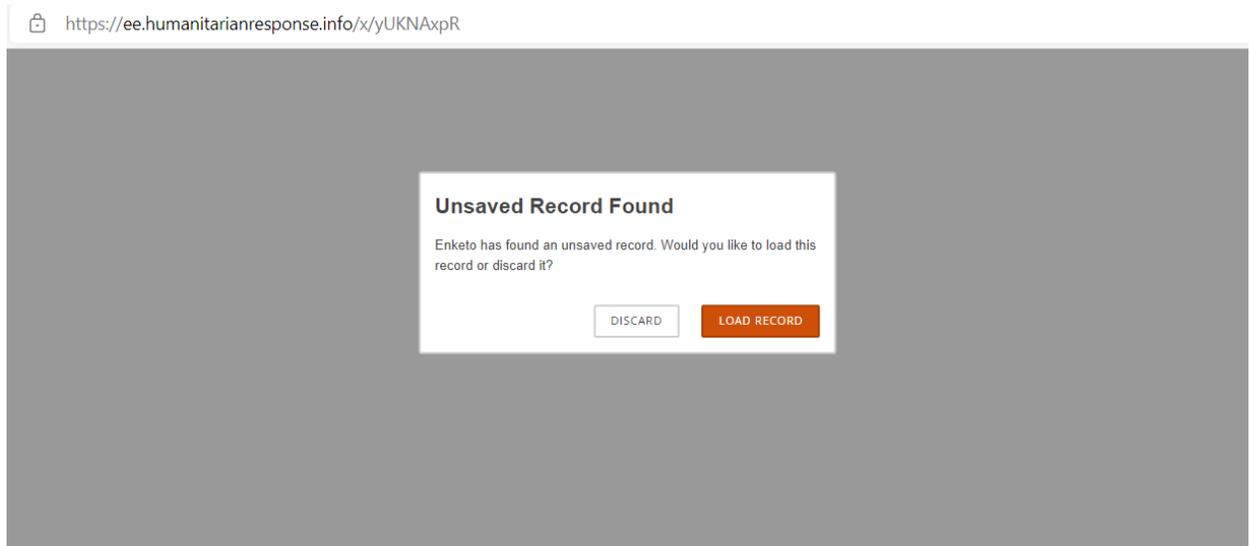

Figure 5:

2. Alternatively, you can access the saved forms by clicking on the number under the network symbol, as shown in Figure 6.
3. To find the network symbol, you will need to scroll your mouse on the landing page to the right until the network symbol appears.

4. The number represents the number of saved versions of the form. In this example, 3 draft forms were saved.

Figure 6: Network symbol with the number of saved drafts

5. After clicking on the number, a "queue" menu will pop up. The pop-up menu has a record of all the saved drafts. In this example, there are 3 saved drafts.
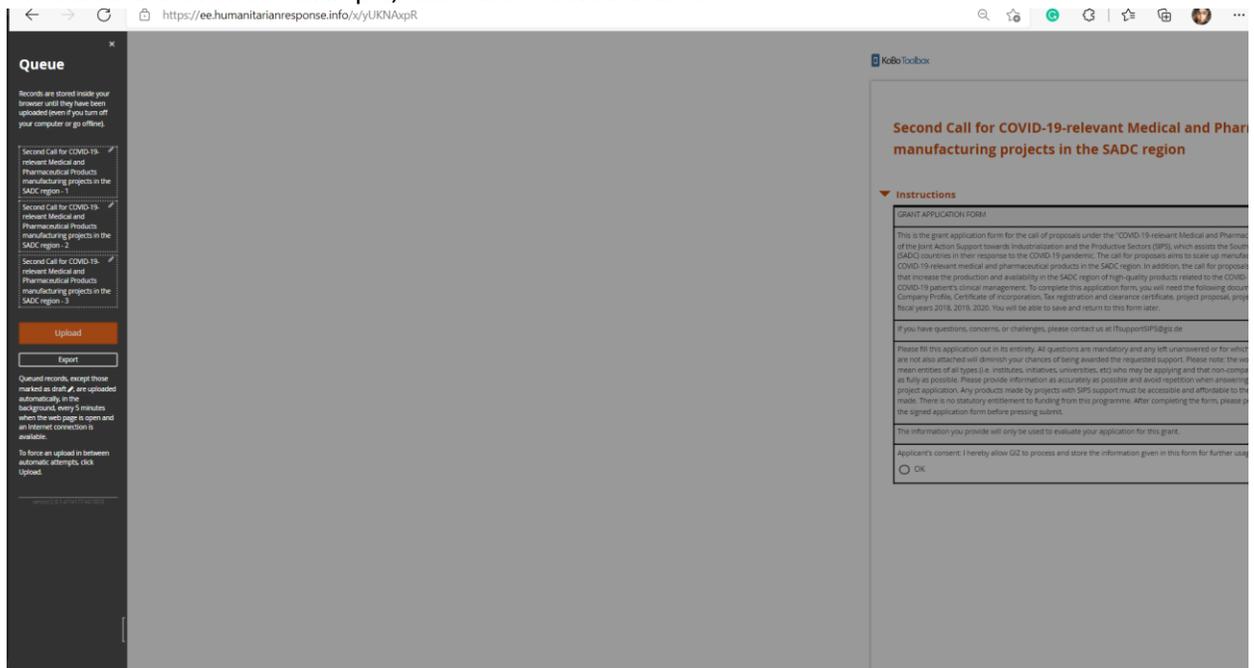

Figure 7 : Pop-up menu of the saved application form drafts

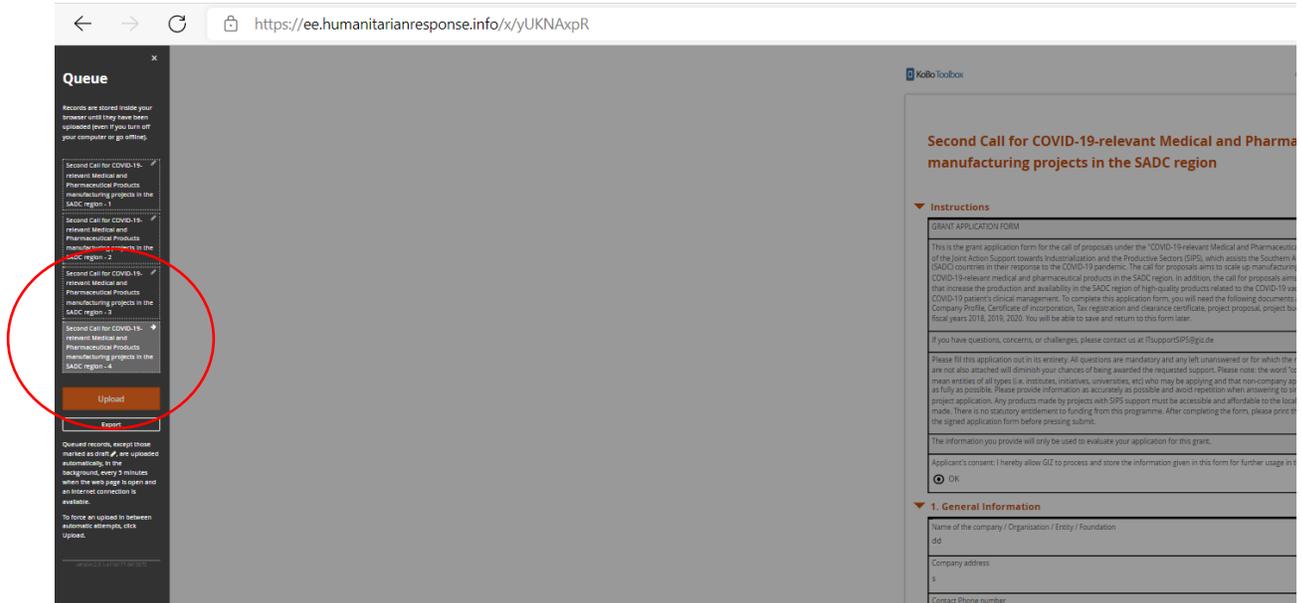6. Click on the saved draft that you want to work on.

Figure 8: Clicking on the saved versions of the application form

7. After clicking on the version you want to work on, A pop-up message will appear, as shown in the figure.
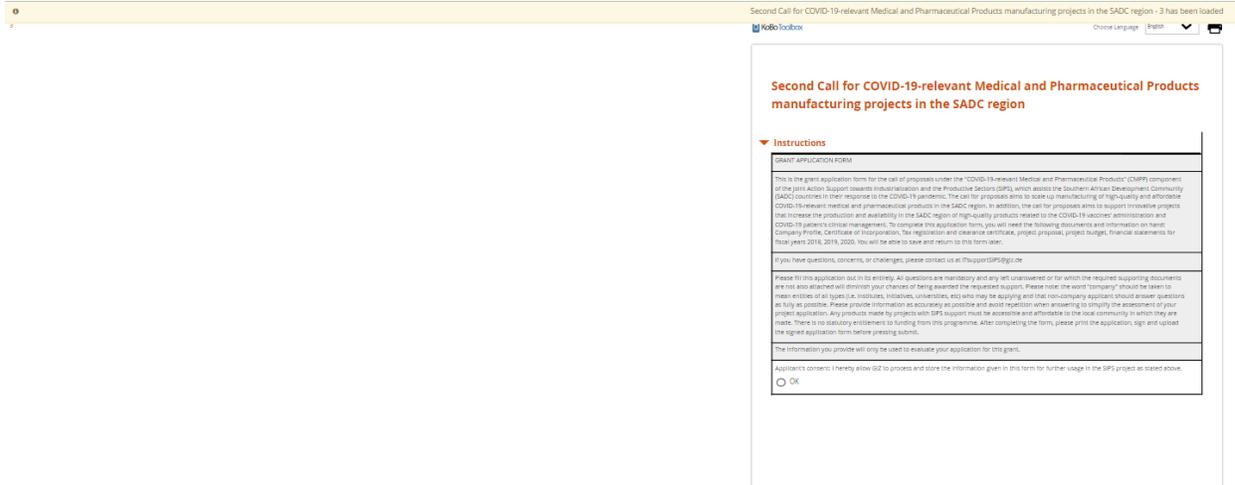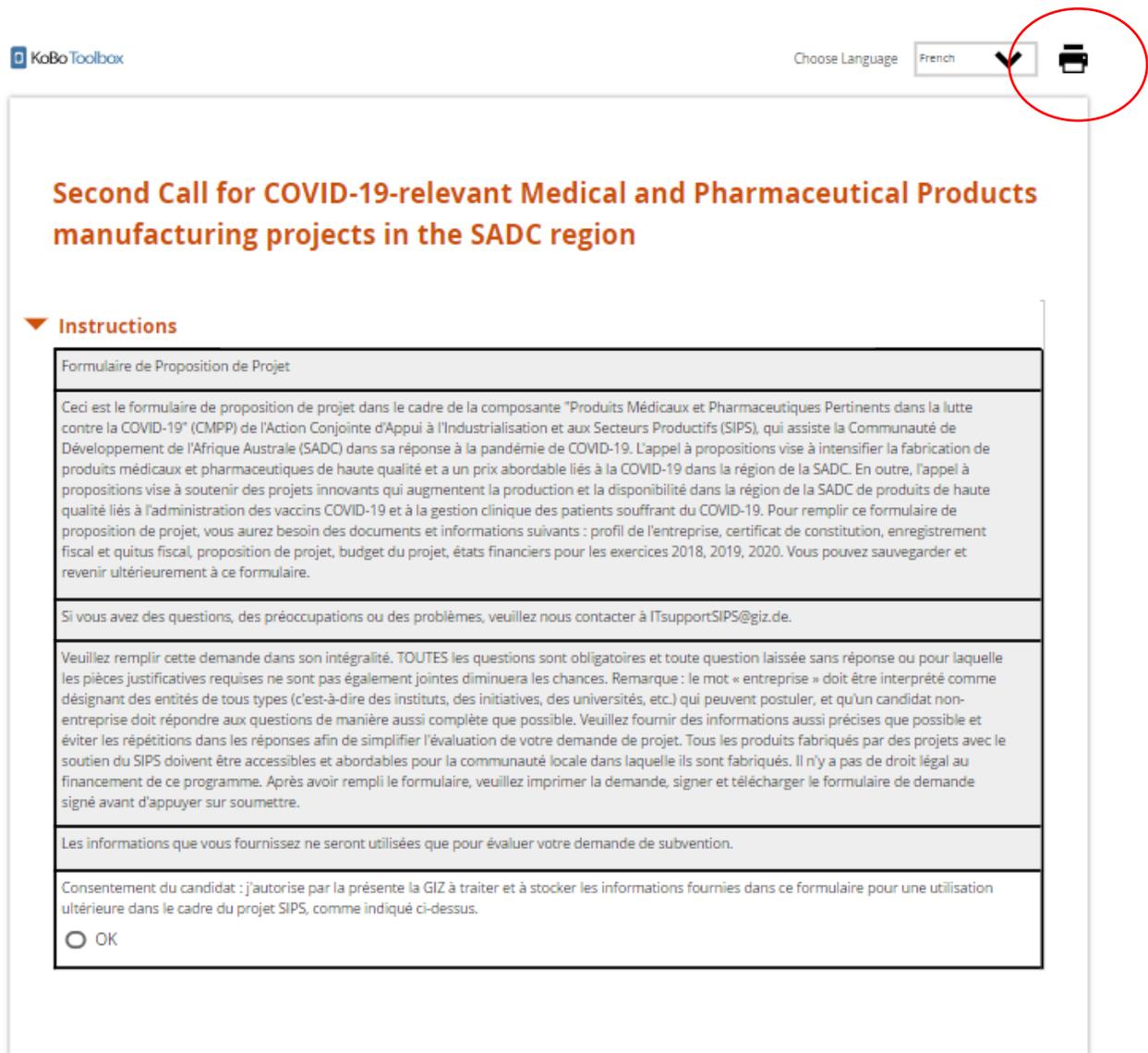

Figure 9: Loading the saved file

8. How to save a pdf version of the application form

1. Click on the printer symbol as shown in Figure 10.

Figure 10: Location of the "print symbol"

2. After clicking on the symbol, a pop-up menu will appear as shown in Figure 11.
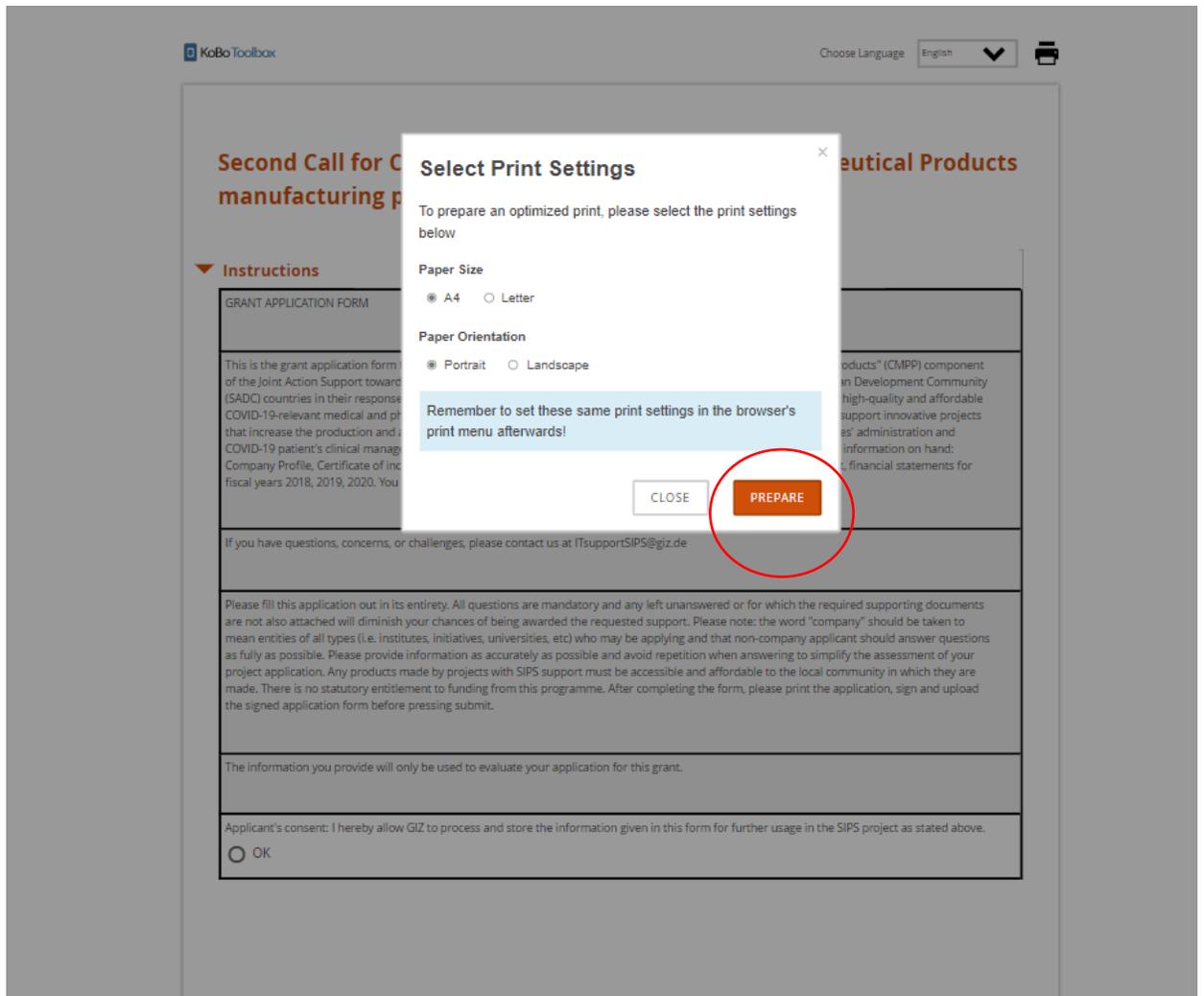3. Click "Prepare"

Figure 11: Pop-up menu after clicking the printer symbol

4. Make sure that the printer that you select, Prints to PDF.
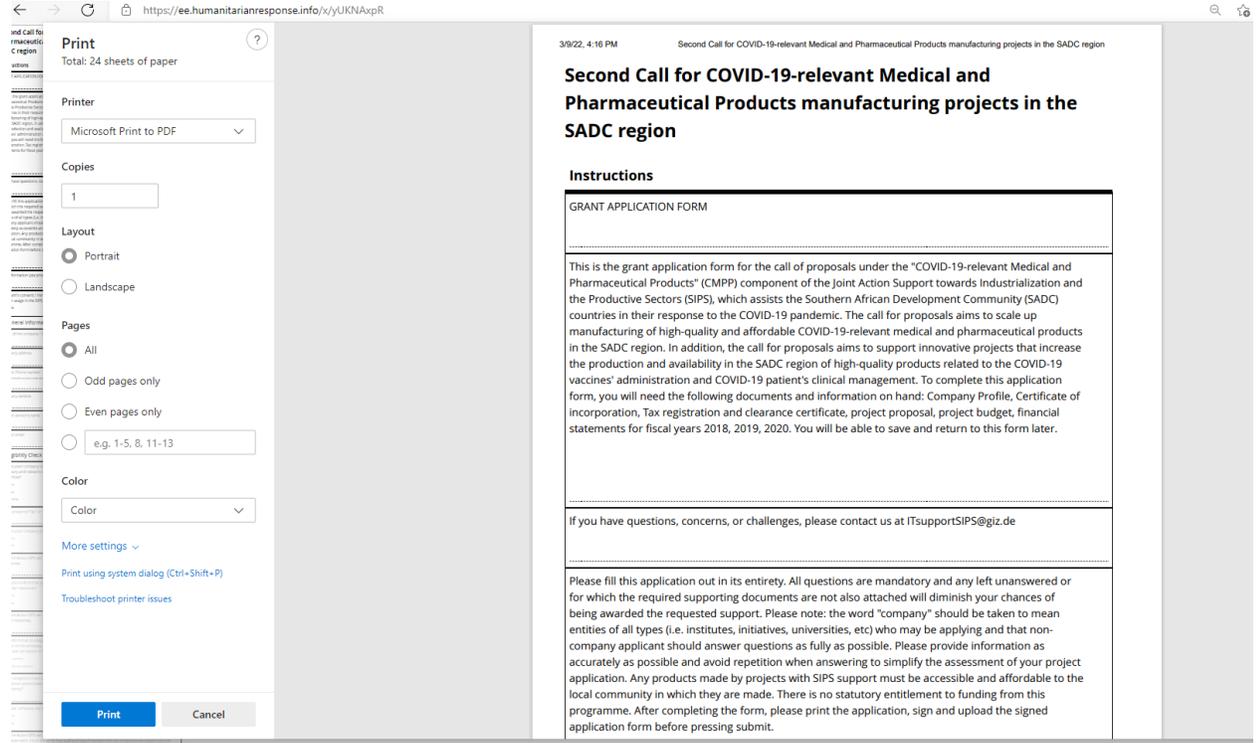5. Click on Print
6. A pop-up menu will appear to save the file on the computer.

Figure 12: Print to pdf menu