



You will need Adobe Acrobat Reader.

1. Click on the form that you need to fill out. *The form will open in your web browser.*
2. Fill out the form by typing into the highlighted fields.

*The PDF form will open right in your web browser.*

*Type directly into the highlighted form fields.*

3. Click the grey "Submit" button at the top of the form.

**Click to Submit**

4. You will get a pop-up box confirming that you have a desktop email application that you will use to submit the form. Click "OK" to continue.

*Once you click OK, your desktop email application will give you a new email window, and the PDF will be attached. Click SEND to submit.*

5. If you use a web-based email program such as gmail, aol, verizon, or yahoo, you will need to first **SAVE** the PDF Form to your computer and then email it as an attachment to **ReferralForms@retinadoc.com**. Or you may **PRINT** the form and FAX it to 410-224-4620 or 301-565-1654.