

Please follow these steps for downloading and using this O365 attached upgrade intake form:

- Download the intake form.
- Save it and then browse the location you downloaded the intake form to.
- Identify the file named "O356 Scheduling - Office Visit for Upgrade – TUC"
- Right click on this file and then choose; open with and then find Adobe Acrobat DC or Adobe Reader. Only use the Adobe Acrobat product with this form.
- Please do not double click the form or open it in a web browser. Only use Adobe Reader, Acrobat DC or Adobe Pro. (This Form works with Adobe Reader.)
- Fill out the intake form and submit it via e-mail to me; [mjenkins3@touro.edu](mailto:mjenkins3@touro.edu). Remember to use Adobe Reader for all functions.
- You may also save your intake form by using Adobe's "Save As" function, then name it and store it.