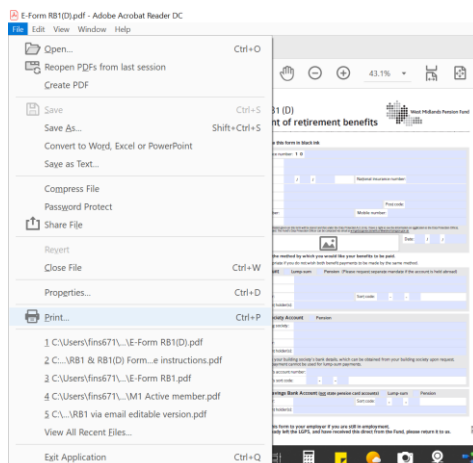
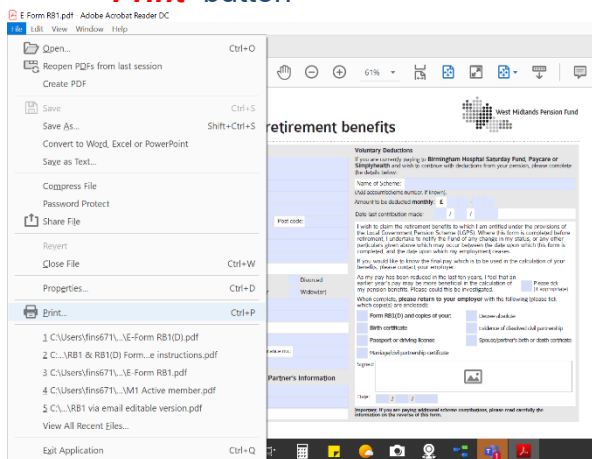


HOW MAKE UN-EDITABLE (PDF DOCUMENTS) VERSIONS OF FORMS: RB1 & RB1(D)

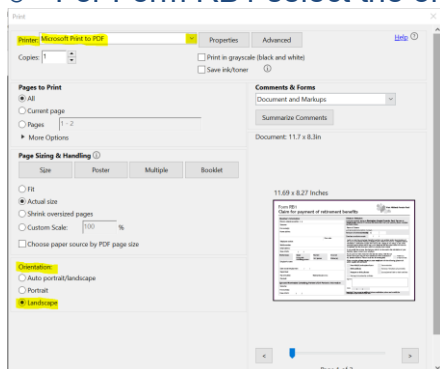
Once you have **completed and signed electronically** the editable pdf. versions of forms RB1 & RB1(D), you will need to save and send an **un-editable** version of each form back to your employer via email.

In order to do this, the following steps need to be undertaken:

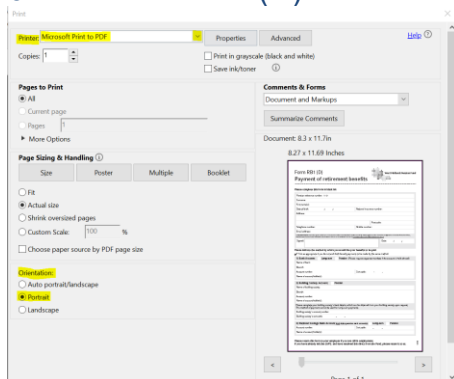
- Select **'File'** when viewing the **completed RB1 and RB1(D)** and click the **'Print'** button



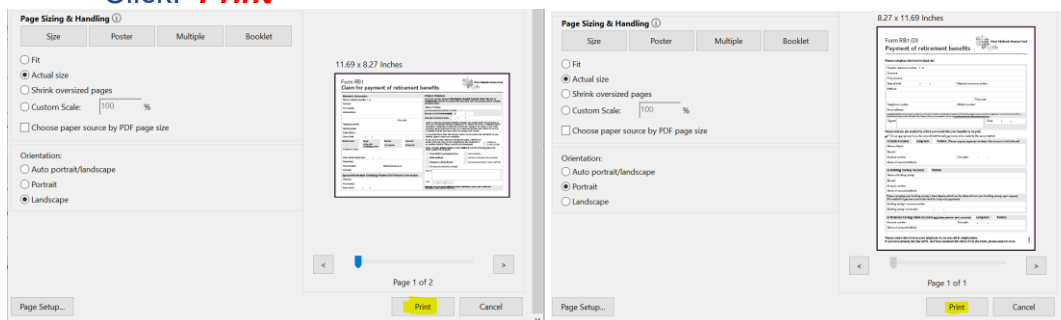
- A [pop up window will then open]:
 - In the dropdown printer menu options, select option: **'Microsoft Print to PDF'**
 - For Form RB1 select the orientation: **Landscape**.



- For Form RB1(D) select the orientation: **Portrait (default setting)**

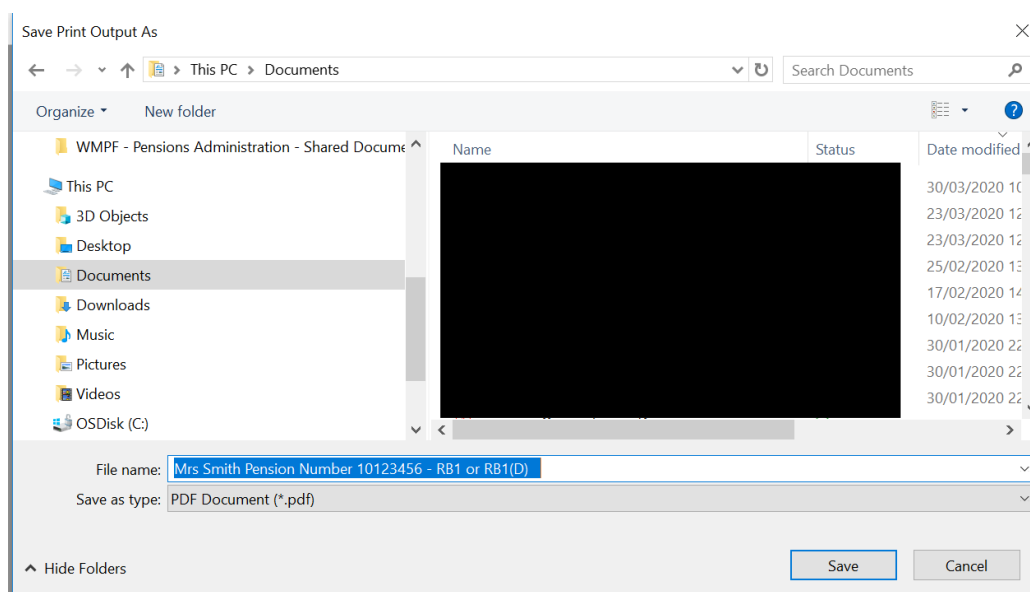


- Click: **'Print'**



- A pop-up window opens **'Save Print Output as'**: Type the file name as:
 - Your forename and surname.
 - Your pension Number 10***** (six unique numbers after 10...).
 - Form RB1 or form RB1(D), whichever form you are saving.This is where the document can be saved as an **un-editable** version and turned into a PDF document.

NB: You will need to follow this same procedure for both form RB1 and form RB1(D).



- **NB: Once both forms are saved, delete your original **editable** versions, electronically file your **un-editable versions (now PDF documents)** and send them via email to your employer.**