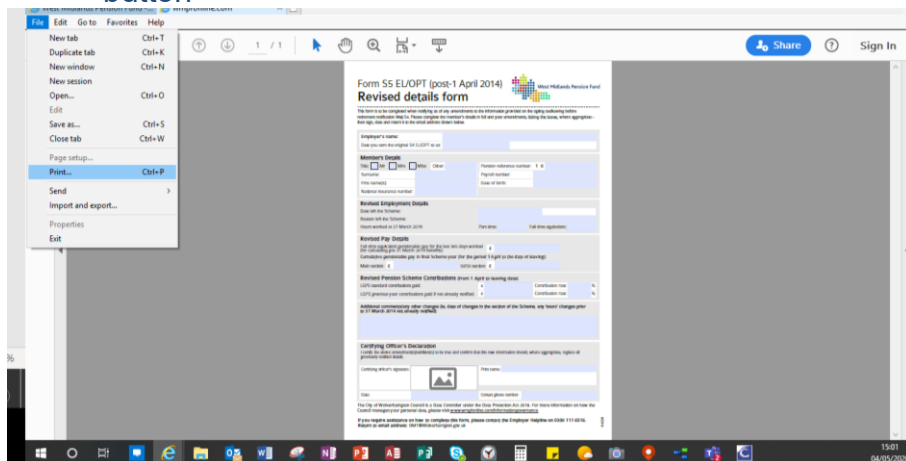


HOW MAKE UN-EDITABLE (PDF DOCUMENTS) VERSIONS OF S5 FORMS:

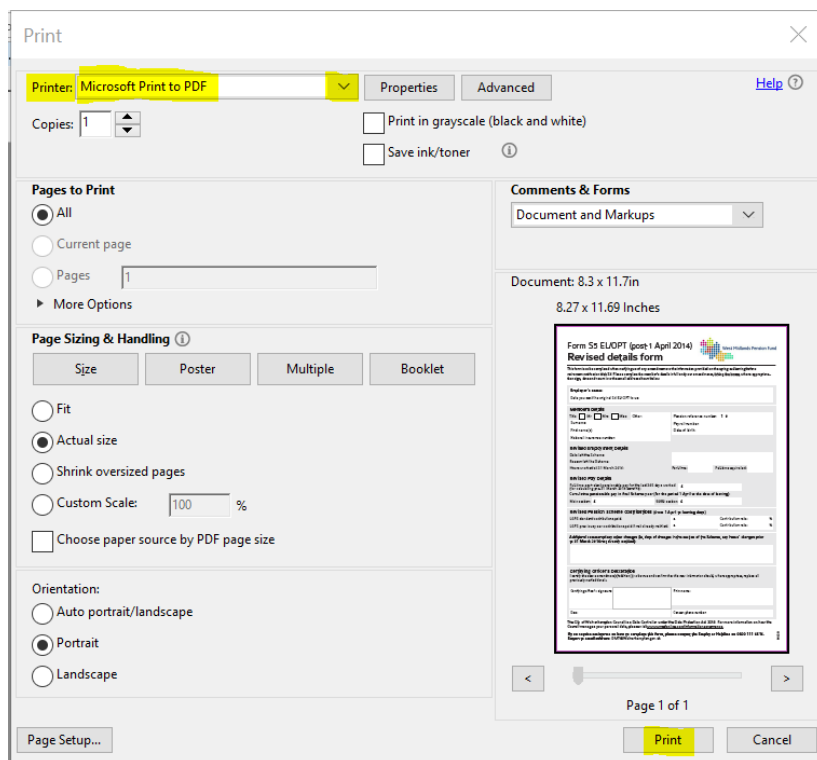
Once you have **completed and signed electronically** the editable pdf. version of form S5 EL / OPT or form S5 RB / DIS, you will need to save and send an **un-editable** version of this form to the Fund via email: DMT@wolverhampton.gov.uk

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

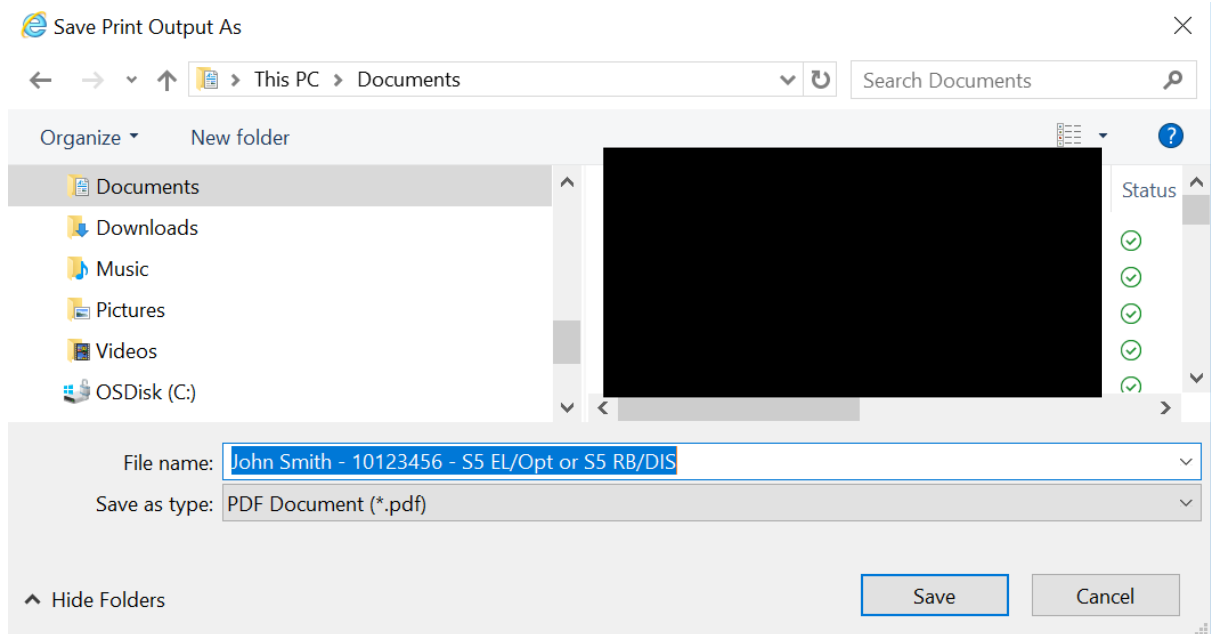
- Select **'File'** when viewing the **completed S5 Form** and click the **'Print'** button



- A [pop up window will then open]:
Select from the drop-down box against the Printer setting, 'Microsoft Print to PDF' and click print:



- A pop-up window opens **'Save Print Output as'**: Type the file name as:
 - Member forename and surname.
 - Their pension Number 10***** (six unique numbers after 10...).
 - Form S5 EL/OPT or S5 RB/DIS, 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:** Once the S5 form is saved, delete your original **editable** version, electronically file your **un-editable version (now PDF document)** and send it via email to: DMT@wolverhampton.gov.uk