

Roseheart Fillable and Submittable Forms

Recently the eForms on the Roseheart website have been updated to be fillable and then able to be submitted online. Unfortunately, **Windows 10 browser (Edge)** does not display the fillable fields. However, Edge allows for backward compatibility of functions by having a button in the upper right that allows it to revert to Internet Explorer 11. **Google Chrome** allows for viewing and printing the fillable forms but **does not** allow the “Sending” of the form. The **Firefox browser’s viewer** does not display the fillable forms but allows you to switch to a different viewer (i.e. Adobe Reader) which displays all functions. **However**, you can either download the form onto your computer or use a different browser (i.e. Internet Explorer, Safari, etc.) as both these approaches work.

Recommend having the latest version of Adobe Reader. This is a free program that you can download by clicking on the following link: [Adobe Reader](#). You can “Unclick” about changing your default browser if desired. For your tablets and smartphones, you can just go to your “Apps Store” to download your free Adobe Reader.

As for the forms, you will notice at the bottom of the forms, areas that you can click to “Submit”, “Reset” (clear all entries on form), or “Print”.

After you fill in the form and hit “Submit”, the form will open your Default Email System. Some Email systems will then try to verify the email address that is embedded within the applicable document. Just say “OK”. Your email message then will have the Subject line filled with the applicable Form name. However, there are a few Email programs that still may want you to fill in the Subject line. You should see an attachment that is your completed PDF form.

You can add any additional words to the email message as desired. A key aspect is that you can add additional attachments to the message (i.e. your home Plat, special drawings of landscape, etc.)

After you hit send, a copy of the message with applicable attachments will be saved in your Email’s “Sent” folder.

There will be some “**Growing Pains**” as we start using these forms. You can always just print a blank form and fill it out manually and then send it to applicable agencies.

If you have any questions about the process, please feel free to contact the Roseheart Webmaster at webmaster@roseheart.com.