

## How to use the Electronic Pre-Continuation Questionnaire

You will receive an email with a Microsoft Word Document attached.

Double Click on the Attachment – this will begin downloading the document or open the document on your computer depending on your email server.

Once the Document is downloaded or opened, Click, File Save As.

Make sure that you chose an accessible folder in the 'Save In' box. You may even want to rename the document to something that will be more descriptive.

Once you have the Document saved, you can open the Document and make any changes you wish. When you are finished Don't forget to Click Save before you exit the Document.

## Emailing the Electronic Pre-Continuation back to Hausmann-Johnson

Open a new email and attach the Word Document that you edited and saved.

Send Email

## Other Documents included in Pre- Continuation Email

Spreadsheets, and other Word Documents are treated the same way as the Electronic Pre-Continuation Questionnaire. You need to open the documents and File, Save As, before you edit and send back.