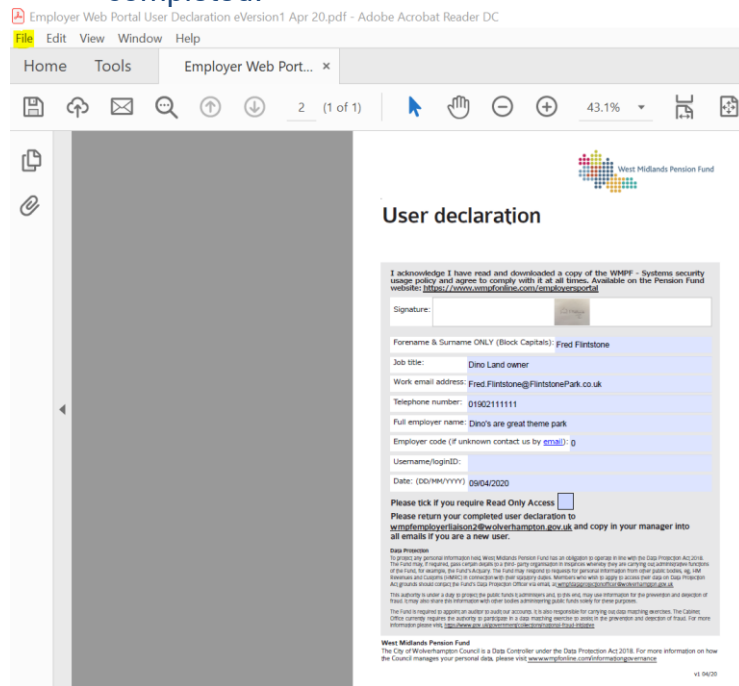


SAVING AN UNEDITABLE PDF VERSION OF THE EMPLOYER WEB PORTAL ACCESS FORM FOR RETURNING TO WMPF

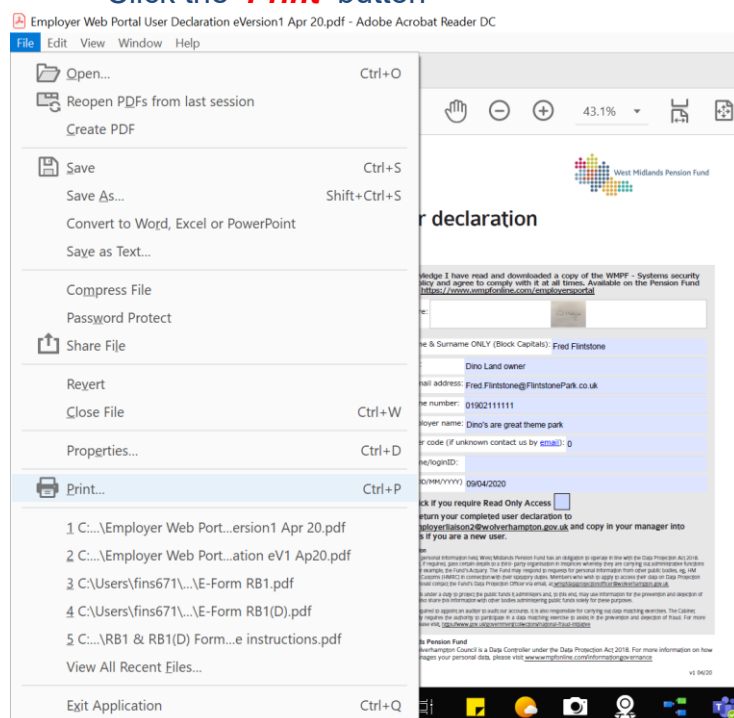
Once you have completed and signed electronically the editable pdf version of the Employer Web Portal User access request, you need to email a PDF (un-editable version) back to the WMPF employer Services Team (copying in your manager) for your access to be set up.

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

- Select **'File'** when the Employer Web user access form has been signed and completed:

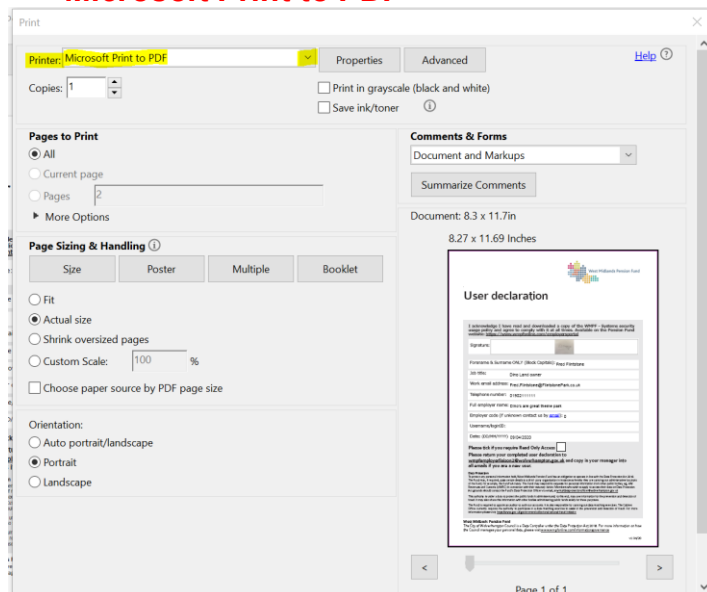


- Click the **'Print'** button

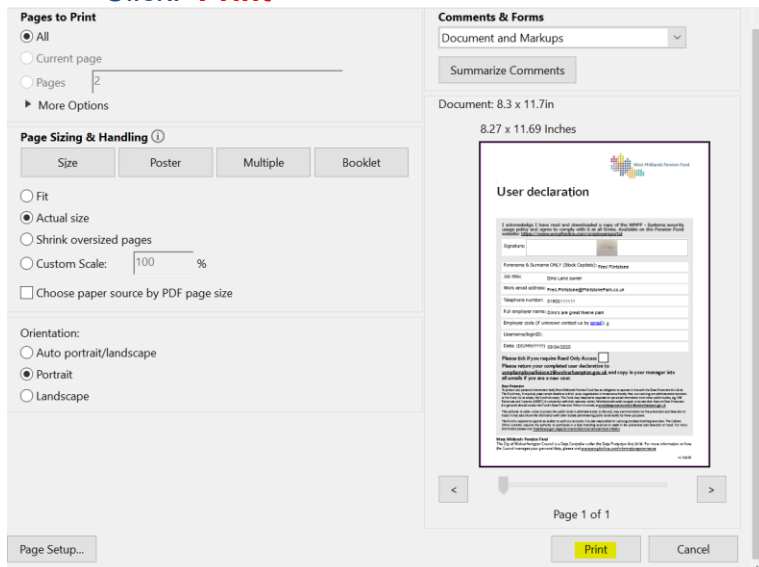


SAVING AN UNEDITABLE PDF VERSION OF THE EMPLOYER WEB PORTAL ACCESS FORM FOR RETURNING TO WMPF

- A [pop up window opens], in the dropdown **print** menu options, select option: **'Microsoft Print to PDF'**

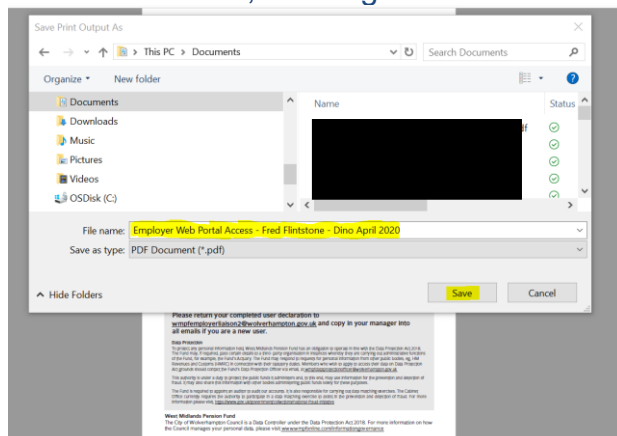


- Click: **'Print'**



SAVING AN UNEDITABLE PDF VERSION OF THE EMPLOYER WEB PORTAL ACCESS FORM FOR RETURNING TO WMPF

- A pop-up window opens **'Save Print Output as'**: this is where the document can be saved, creating an un-editable version.



- **NB:** Once you have saved this document as a un-editable PDF version, electronically file it safely and send a copy via email to WMPFEmployerLiaison2@wolverhampton.gov.uk , copying in your manager.
- Delete the original **editable** version.

NB: Please note that it may take the Fund 3 - 5 days in order to complete the process of setting up your access.