

## **SPECIAL INSTRUCTIONS FOR CPUC TELEPHONE CORPORATION**

### **LICENSING AND REGISTRATION FILLABLE FORMS**

In order to use the CPUC Telephone Corporation Licensing and Registration Fillable forms, open, complete and save the form using an Adobe Acrobat 7.0 (or higher) professional software. Due to the features of this fillable form, you cannot save the completed forms into a PDF/A compliant document immediately. You will need to perform the following two-step process:

Step 1: Open and complete the form using the Adobe Acrobat 7.0 (or higher) professional software. Save the form to a “Flat PDF” document file by selecting **Menu → Print → Select the Printer “Adobe PDF”** and click **Print** button. The **Save PDF File As** window will open that will require you to create a file name and identify the location to save. Click **Save** button to complete.

Step 2: Locate the newly created “Flat” PDF document and open using the Adobe Acrobat 7.0 (or higher) professional software. Save to a PDF/A compliant document by selecting **Menu → Save As Other → Archivable PDF (PDF/A)**. The **Save As** window will open that will require you to create a file name and identify the location to save. Click **Save** button to complete.

**Note:** You may open, complete, and save the form using an internet web browser. However, the saved PDF file will remain editable and does not meet PDF/A compliance requirements.

Additional CPUC E-Filing information is available at <https://www.cpuc.ca.gov/about-cpuc/divisions/administrative-law-judge/practitioners-page/e-file-a-document>