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Filling out PDF Forms

This PDF form contains “**roll-over** or **double-click**” help functionality.

This form allows you to enter data directly onto the screen. After completing the form, you are able to print the document so that you can fax/mail the document.

To fill out a form:

1. Select the hand tool. 
2. Position the pointer inside a field, and click to type text.
3. After entering text or selecting a check box, do one of the following:
 - Press tab to accept the form field change and go to the next form field.
 - Press Shift+Tab to accept the form field change and go to the previous form field.
 - Press Enter (Windows) or Return (Mac OS) to accept the form field change and deselect the current form field.
4. Once completed, print the form.



CTSUSU Supply Request Form:

To request supplies from the CTSUSU, please complete the information below and **upload the form to the Regulatory Submission Portal at ; select the Membership/Supply document type**. Following CTSUSU review and approval , you will be notified via email that your request is being fulfilled per our current procedure for that study.

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CTSUSU Internal Reminders:

Verify the site registration status is *Approved*
Set Packet to *Complete*