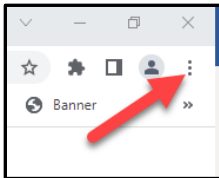


If you are having difficulties submitting the NBE form, this could be due to the default settings in either your browser or within Adobe. Please try the following steps to ensure you can access the helpful feature of the “Submit” button within our form.

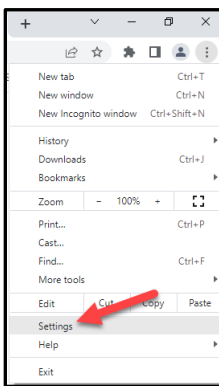
Chrome Default Settings

Before going into Chrome to adjust, ensure that Adobe Reader is installed on the computer.

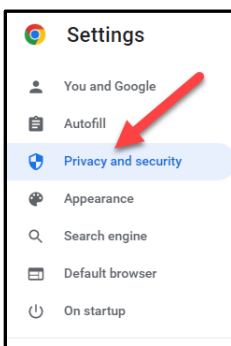
Open Chrome and go to the “Menu” icon.



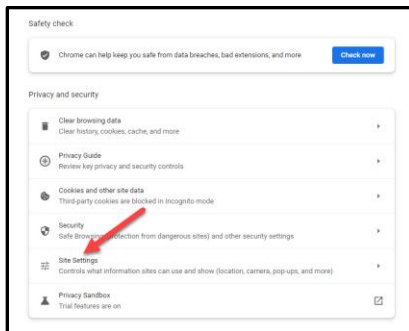
Select “Settings”



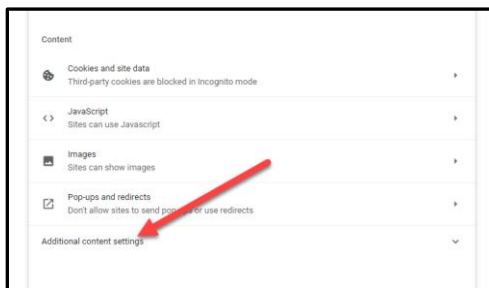
On the left-hand side of the screen, select “Privacy and Security”



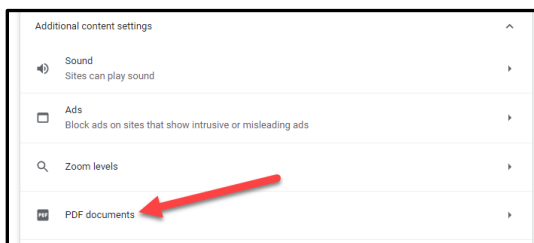
Select "Site Settings"



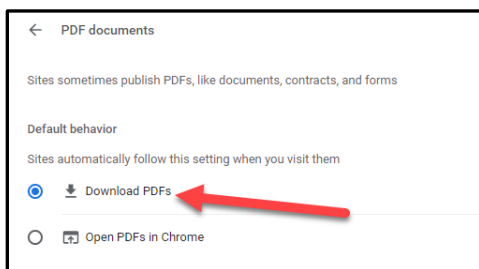
Scroll down to the bottom of the screen and click on "Additional content settings"



Then select "PDF documents"



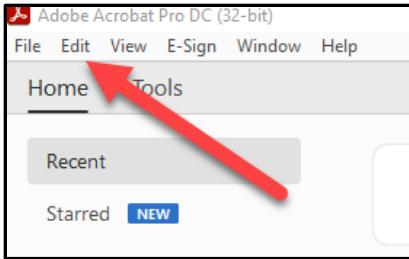
Change your default behavior for PDFs to "Download PDFs"



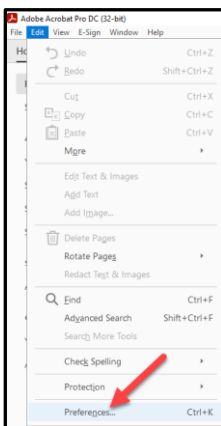
Exit all Chrome browsers and check default settings in Adobe.

Adobe Default Settings

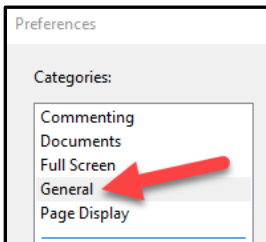
Open Adobe, then select "Edit"



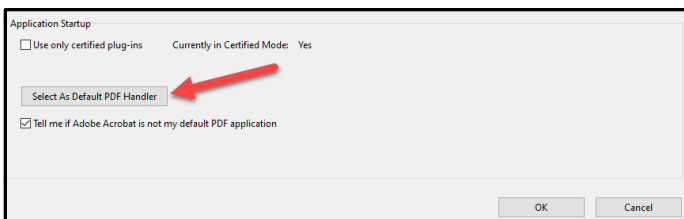
At the bottom of the list, select "Preferences"



Select "General"

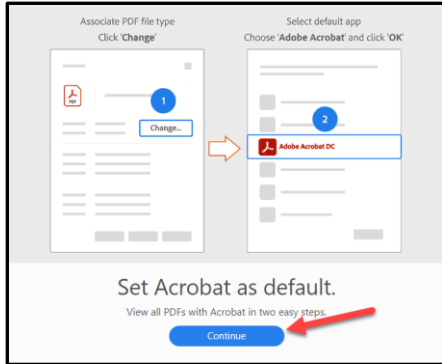


Scroll to the bottom of the list of general preferences and click "Select as Default PDF Handler"

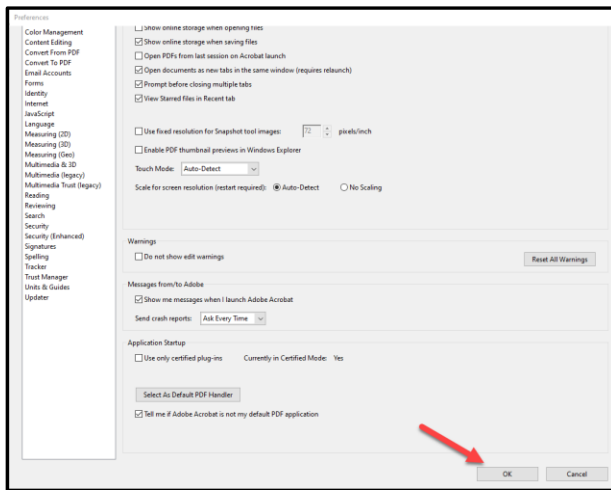


This will darken your screens and open a dialog box, asking “Do you want to allow this app to make changes to your device?” Select “Yes”

Next, a dialog box will open guiding you through the process of changing the default program to open your PDFs. Click “Continue”



Click “OK” in the previously opened General Preferences dialog box.



Finally, restart your computer. This should resolve any issues you have moving forward with utilizing the submit button within the Non-Benefit Eligible forms.