NOTICE REGARDING GOOGLE CHROME AND FIREFOX USERS AND WINDOWS 10 UPDATES

PLEASE NOTE: **You must have Adobe Acrobat Reader installed in order for the following instructions to work and the forms to open. Adobe Reader DC is the preferred version and offered as a free download.**

If you use Google Chrome or Firefox as your internet browser, the fillable and calculating withholding forms will not work correctly unless you download the form to your computer before opening in Adobe Reader. Also be aware, if you have recently updated or are using Windows 10, the default pdf reader in Windows 10 is Microsoft Edge which is not capable of opening the fillable and calculating pdf documents. You must change the default pdf viewer to Adobe Reader DC to open these documents. Instructions below.

Firefox: Open the form and once form opens there should be a button at the top right of the window that reads "Open with Different Viewer".

Click on that button which should give you a pop up window that has the option (radio button) to "Open with Adobe Reader".

Click on that radio button and then click on the Ok button and the form should open correctly in Adobe Reader.

Google Chrome: To always open PDFs with Adobe Reader, do the following one time before opening the form. Once this is done all PDFs should open with Adobe Reader.

With Google Chrome, click on the Google Chrome Menu (3 vertical dots) near the top right of the window.

Click the option "Settings".

At the bottom of the "Settings" window, click on "Advanced".

Scroll down and under "Advanced" find the option "Site Settings" and click on the arrow on the far right.

Scroll down through "Site Settings" and find the option "PDF Documents" and click on the arrow on the far right.

This displays the option "Download PDF files instead of automatically opening them in Chrome".

Click the switch on the far right to turn it on.

Windows 10 Users:

The instructions below will set the default PDF viewer to Adobe Reader.

Open "Settings" (Right click the start menu (windows icon) in lower left corner of screen)

Click on "Apps"

Click on "Default Apps"

Click the "Choose default apps by file type" link

Scroll down and find .pdf (PDF file) and click the button on the right side, which is likely to read Microsoft Edge.

Select your app (Acrobat Reader DC) from the list to set it as the new default

When window pops up to "Try Microsoft Edge…", click "Switch Anyway" link to confirm the change.

An alternate way to change the default viewer is the following:

Right click a PDF file

Select "Open With"

Click on "Choose another App"

Select the PDF application (Adobe Reader DC) you want to use

Check the "Always use this app to open .pdf files" option

Click OK