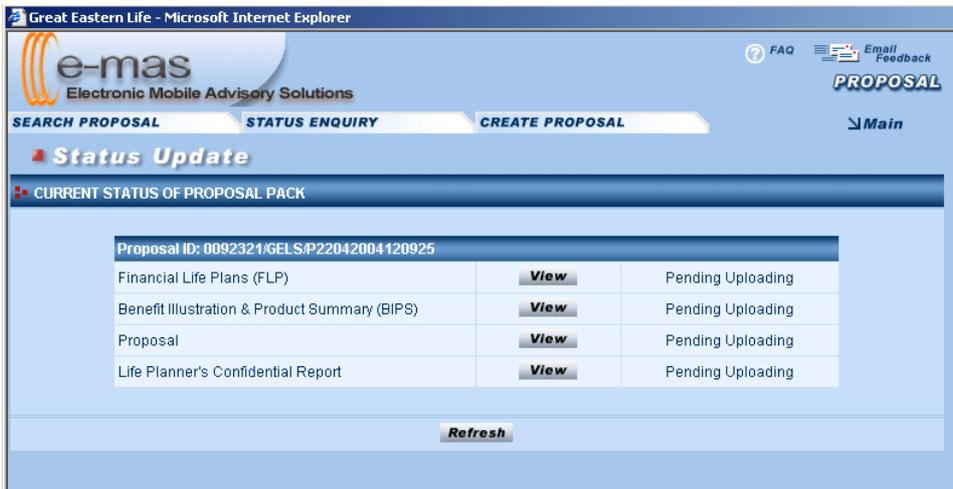
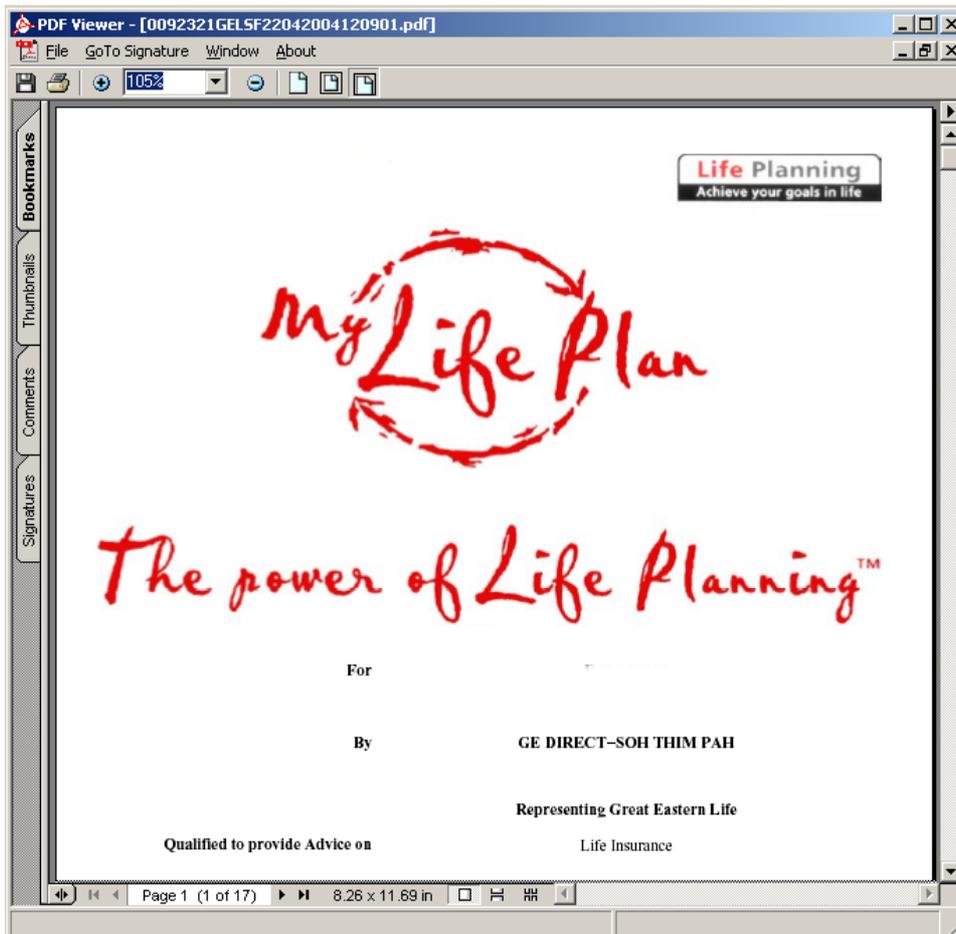


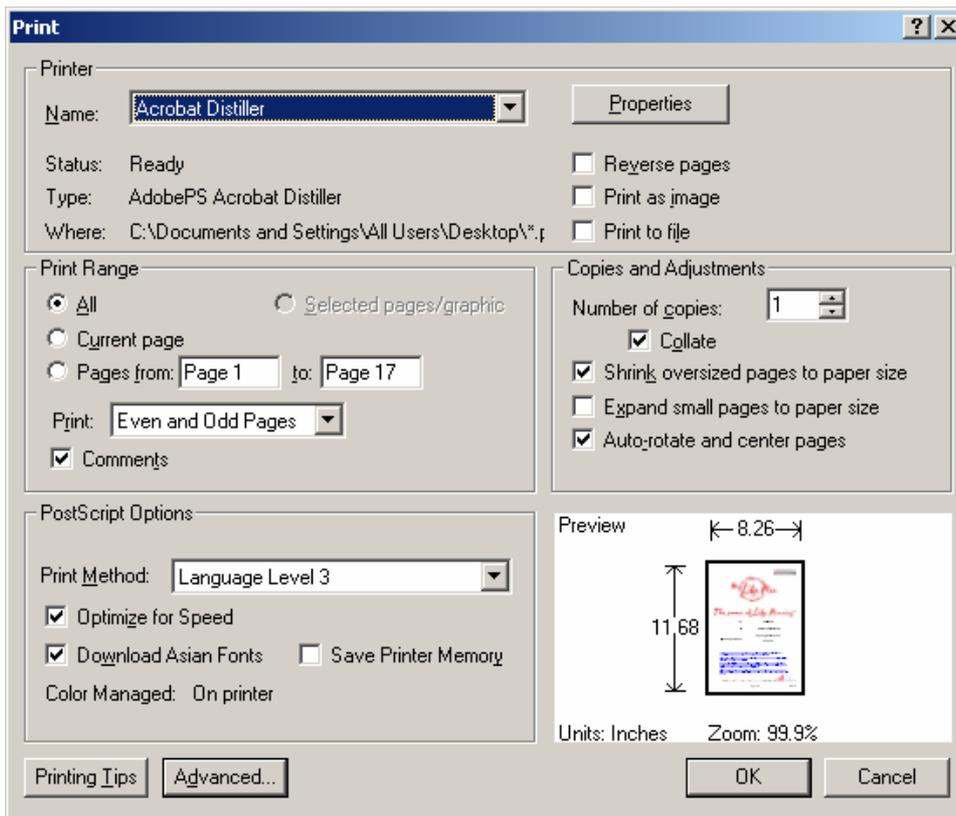
## How to Print to Adobe Distiller



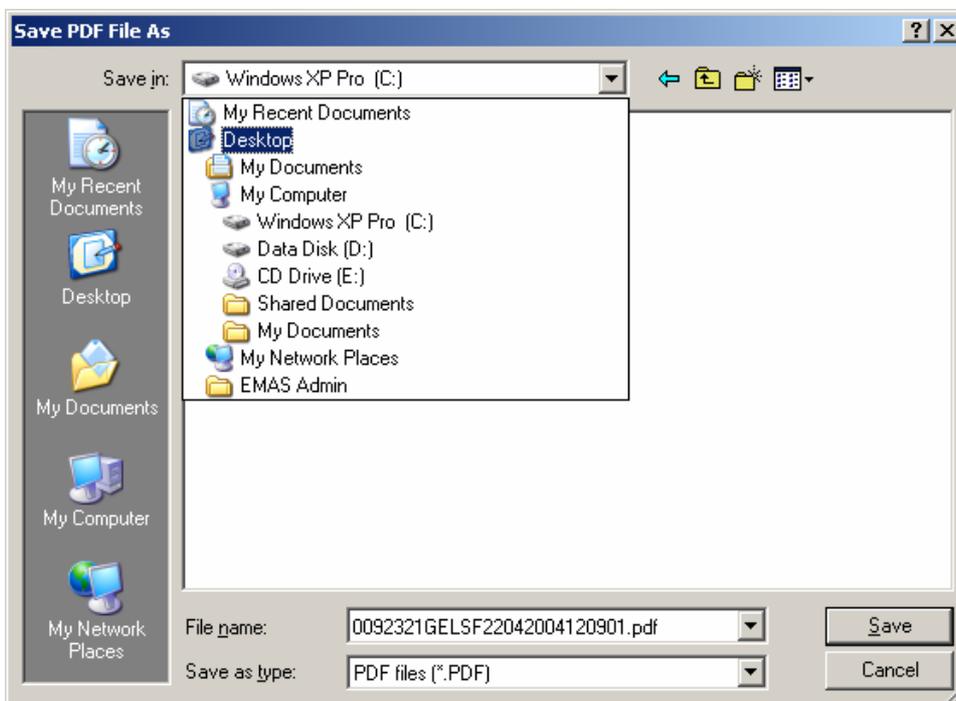
1. Click on **[view]** button for Financial Life Plans (FLP)



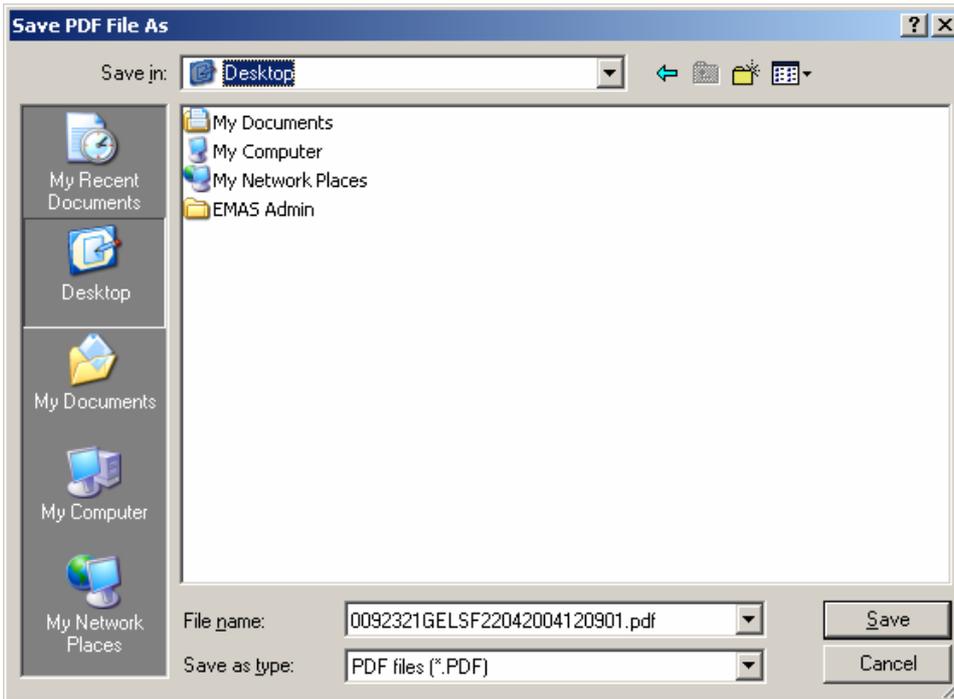
2. Double-click on the PDF document using the left-mouse button
3. Press **[Ctrl] + [P]**



4. Select **Acrobat Distiller** under printer name
5. Press **[OK]** button

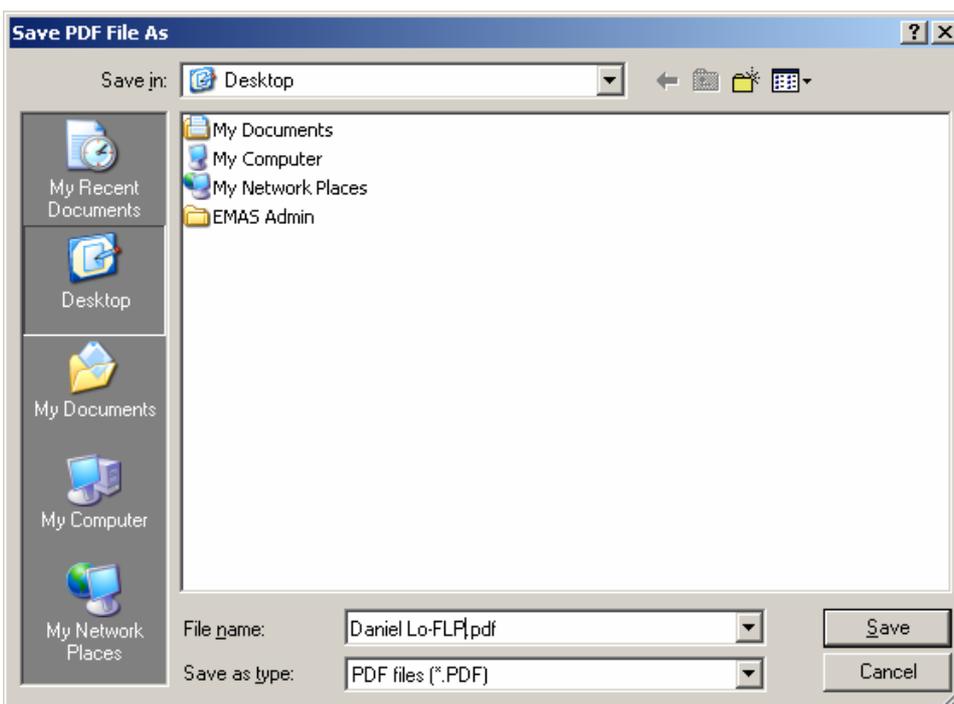


6. Save the file onto your **desktop** by selecting the dropdown menu under save in.

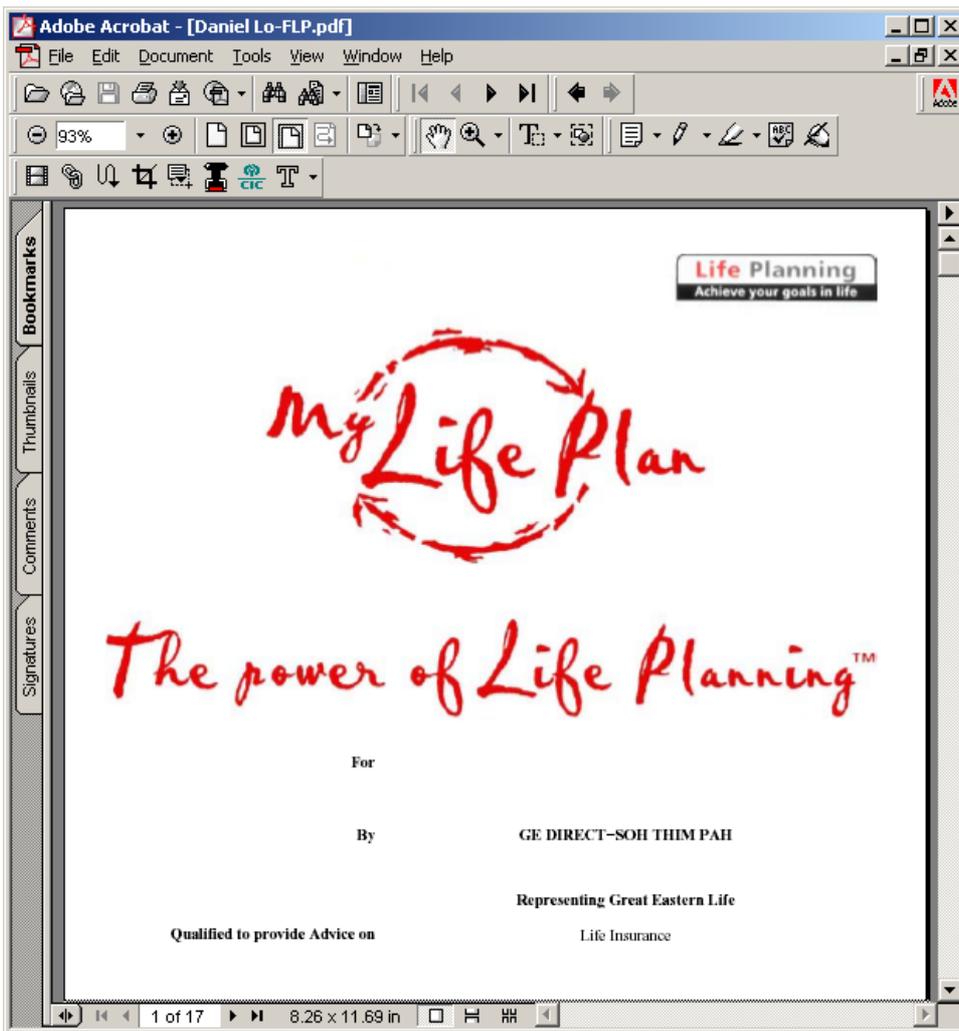


7. Rename the file name 0092321GELSF22042004120901.pdf to something more meaningful, for example your client's name **Daniel Lo-FLP.pdf**

File Name Format	Proposal Pack Type
Daniel Lo-FLP	FLP
Daniel Lo-BIPS	BIPS
Daniel Lo-PROPOSAL	PROPOSAL
Daniel Lo-ACR	AGENT CONFIDENTIAL REPORT



8. Click on **[Save]** button



9. You have successfully save a copy of the FLP onto your desktop
10. Repeat all the above steps for BIPS, PROPOSAL and ACR



11. Once completed, you may start emailing all the PDF files (FLP, BIPS and PROPOSAL) that are available on your desktop to your client.
12. After emailing, you may want to delete all the PDF files on your desktop or you may want to do your own e-filing by backing up the PDF files into your document folder or portable drive (CD-RW or thumb drive).