

This procedure will be broken into two steps:

- Saving your attachments
- Printing your application

### Saving your attachments

1. Connect to [Search Soft](#), then **Login**.



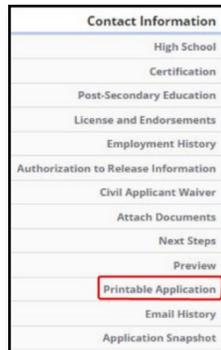
2. Select **Accept** at the **Certification and Acknowledgment** screen.



3. Select **My Application** from the upper left of the window.



4. Select **Printable Application** from the left menu (below **Contact Information**).



5. Scroll down until you see **View Attachment**.



6. Select **View Attachment**.

7. Depending on how your system is configured, your file(s) may open or just be downloaded to your computer.

8. The file(s) normally download to your **Downloads** folder.



9. To access your **Downloads** folder, open the **This PC** icon on your desktop. It resides with in it.

Name	Date modified	Type	Size
MA000239-5300131983-62834218.jpg	10/8/2019 7:35 AM	JPG File	195 KB
MA000239-5300131993-63667498.jpg	10/8/2019 7:36 AM	JPG File	341 KB
MA000239-5300132006-64950778.jpg	10/8/2019 7:36 AM	JPG File	214 KB
MA000239-5300528898-51011276.docx	10/8/2019 7:36 AM	Microsoft Word D...	60 KB

10. Repeat these steps for all of your attachments.

### Printing your application

1. While logged into Search Soft and in the **Printable Application** view, scroll back to the top, then select the **Print** button.



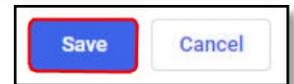
2. Your Print dialog window will open.

- You may print your application to a printer, or **save it as a PDF (recommended)**.
- Saving it as a PDF will create a file that you may save on your computer.

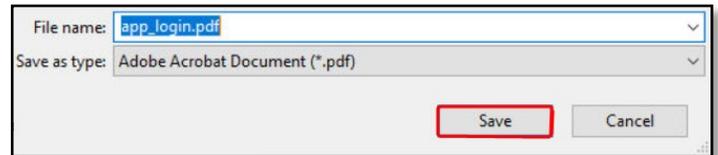
3. If you opt to save the file, select the **Save as PDF** option in the Print dialog window.



4. Select **Save**.



5. In this window, you may change the file name, then select **Save**.



**NOTE:** The files, by default, are saved in the **Downloads** folder on your computer, but may vary.

Please take note of the location in order to retrieve the downloaded files.

