

INSTRUCTIONS FOR COMPLETING THE UNIFIED PROGRAM (UP) FORMS

Individual pages of the UP form are compatible with *Microsoft Word 97*. Data may be entered on these forms and saved onto a personal computer, or the form can be printed. Here is a recommended procedure for completing the UP forms:

1. Download and save the form file.
2. Open the file in *Microsoft Word*.
3. Fill in the form by entering information in each field.
4. To move forward through fields, use the TAB key.
5. To move backward through fields, use the SHIFT+TAB key.
6. To enter data in check box fields (including Yes/No boxes), use your mouse to click and check the box.
7. For Yes/No check box fields, check only one box.
8. The Official Use boxes are for CUPA/PA agency use only and businesses are advised not to enter data in these boxes.
9. On the File menu, click Save As to save the file under a new name
10. Print the form and submit it to the CUPA or PA.