

# Detailed Instructions to Submit Forms

If you need any help during this process, please call us at 1.800.342.6712.

- 1. Download the form for which you are requesting payment along with the W-9 Form by clicking on the link to the appropriate form.

[LE-21-Safety-Quality-Enhancement-Reimbursement-Form-Fillable-1-1](#)

### Spark Forms

[Request-for-Support-Form-Fillable-1](#)

[FCCN-Payment-Form-FILLABLE-1](#)

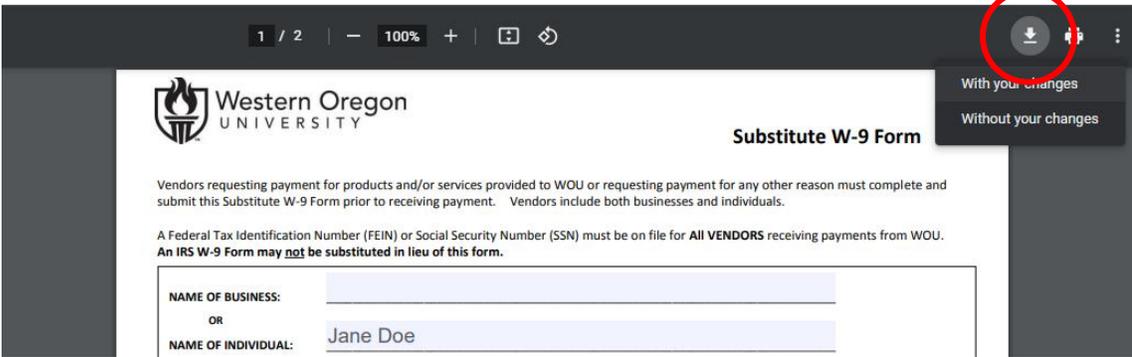
### W-9 Form

[WOU-Substitute-W-9-1](#)

A fillable PDF form will open in a new tab of your browser.



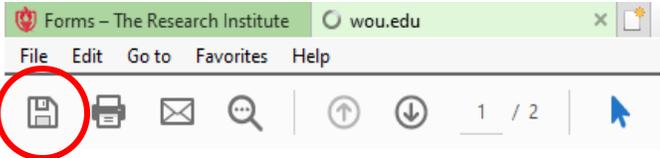
- 2. Fill in both forms. Be sure to sign and date the bottom of each form.
- 3. If you're using the Chrome browser, click on the Download icon in the top right corner and select the option, "With your changes."



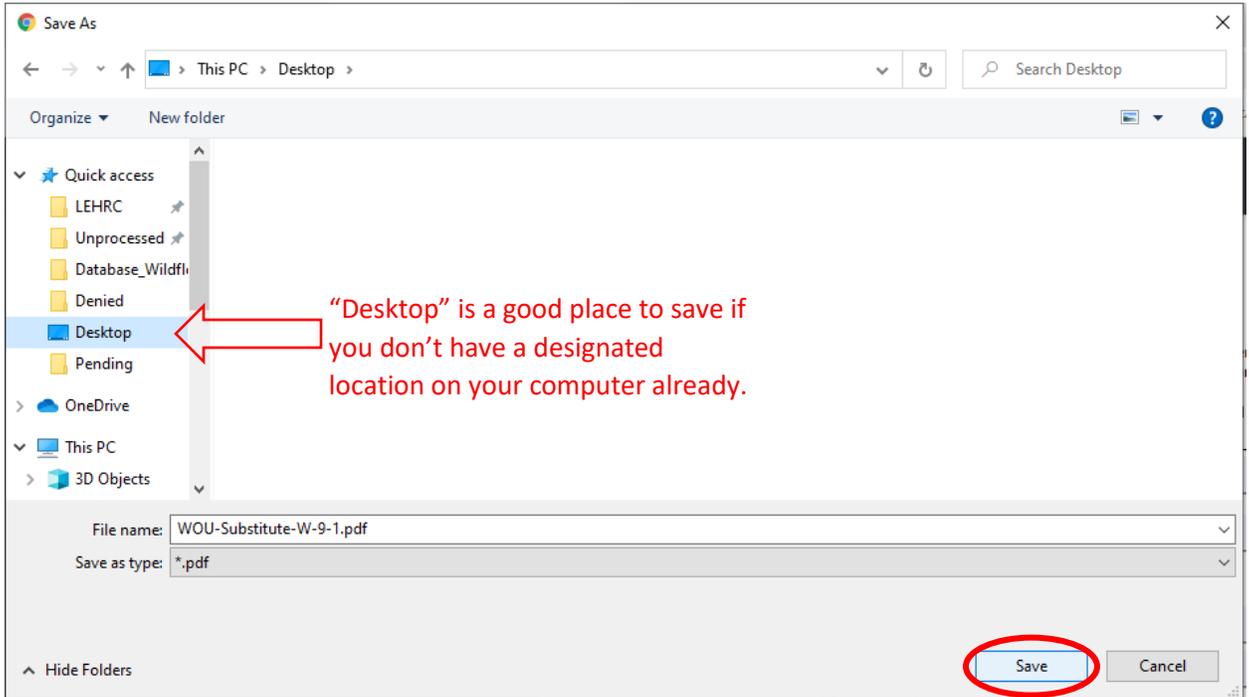
In Firefox it looks like this →



In Internet Explorer, you'll click the Save icon on the top left corner instead



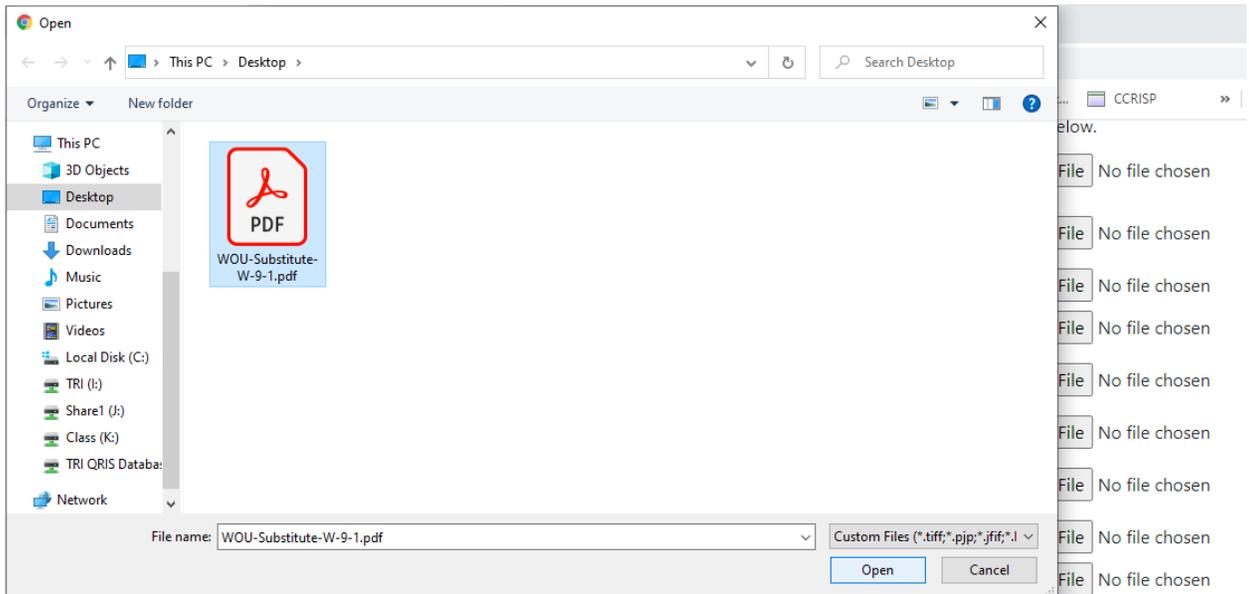
- 4. Save the document onto your computer.



- 5. Back at the TRI website tab →



scroll down the page to the SUBMIT YOUR FORM section. Select the "Choose File" button next to the title of the form you want to submit. In the window, select the PDF Form and Click "Open."



Supporting Document 1:  No file chosen

Supporting Document 2:  No file chosen

WOU Substitute W-9:  No file chosen

6. Once the form has been uploaded, you'll see the abbreviated form title on the right of the "Choose File" button.

<b>LE-20 Lead Testing Reimbursement Form:</b>	<input type="button" value="Choose File"/>	LE-20 Lead T...ent Form.pdf	 <p><b>Uploaded</b></p>
<b>LE-21 Safety &amp; Quality Enhancement Reimbursement Form:</b>	<input type="button" value="Choose File"/>	No file chosen	
<b>FCCN Payment Form:</b>	<input type="button" value="Choose File"/>	No file chosen	
<b>Request for Support Form:</b>	<input type="button" value="Choose File"/>	No file chosen	
<b>Supporting Document 1:</b>	<input type="button" value="Choose File"/>	No file chosen	
<b>Supporting Document 2:</b>	<input type="button" value="Choose File"/>	No file chosen	
<b>WOU Substitute W-9:</b>	<input type="button" value="Choose File"/>	WOU-Substi...te-W-9-1.pdf	
<b>W-8BEN:</b>	<input type="button" value="Choose File"/>	No file chosen	

7. Scroll to the bottom of the page. Enter your name and last name. You'll have to enter your email address twice. Click the checkbox in the "I'm not a robot" box, wait for a green checkmark, then click the "Submit" button.

2. **Submit** these forms to TRI by filling out the information below, then clicking the Submit button.

<b>First Name*</b>	<input type="text" value="Jane"/>	<b>Last Name*</b>	<input type="text" value="Doe"/>
<b>Email*</b>	<input type="text" value="janedoe@email.com"/>	<b>Confirm email*</b>	<input type="text" value="janedoe@email.com"/>
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <input checked="" type="checkbox"/> I'm not a robot         <span style="float: right; font-size: small;">reCAPTCHA Privacy - Terms</span> </div>			
<input type="button" value="Submit"/>			

8. All done! You'll see the submission confirmation pictured below. You will also receive a confirmation email in your inbox.



**Thank you for your submission.**

**We will contact you if more information is needed.**