

Instructions on how to complete our digital questionnaire using Adobe software.

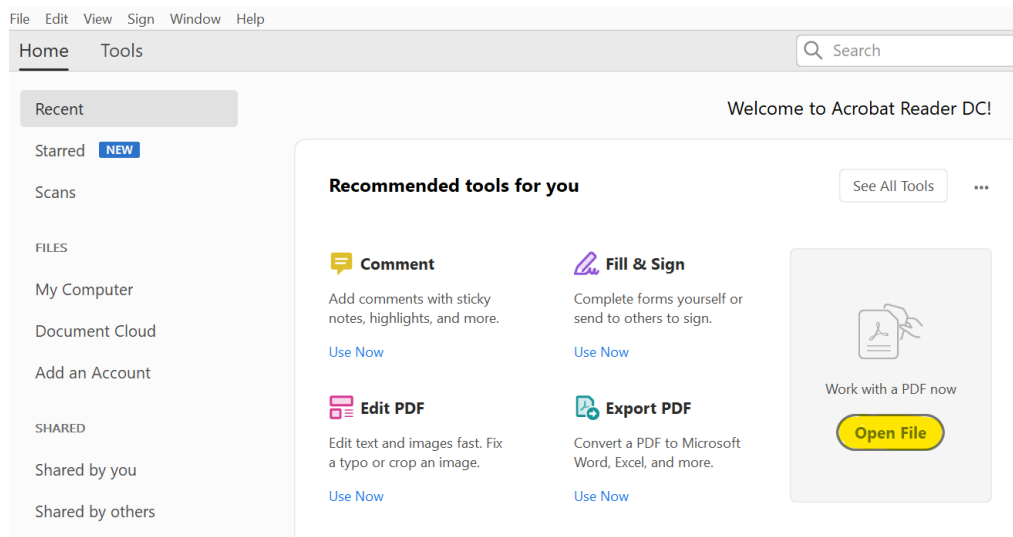
If you already have Adobe Acrobat Reader DC installed on your computer, please go to Step 1 in the instructions, below.

To download the Free Adobe Acrobat Reader DC software, visit the [Acrobat Reader download page](#) to get Reader for your desktop.

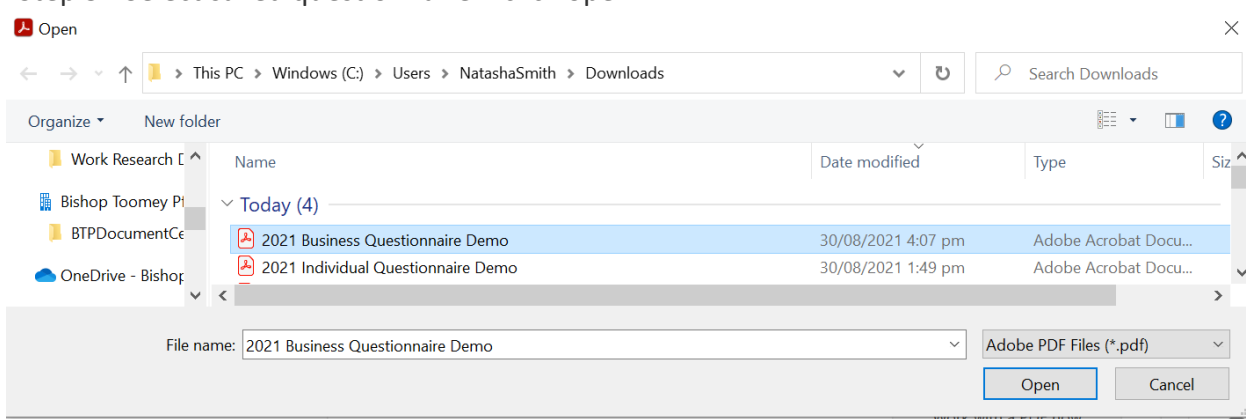
Desktop App instructions

Step 1 – Save emailed questionnaires to your downloads folder on your computer

Step 2 – Open Adobe Acrobat Reader - **Open file**



Step 3 - Select saved questionnaire – click open



Step 4 – Check your contact details are correct i.e email address, phone number and physical address. Update these details if there are any changes.

Client Name:	This Is So Easy Limited
Email Address:	ThisissoeasyLtd@gmail.com
Phone Number:	027 123 4567
Physical Address:	123 Easy Street

Step 5 – Enter your full name, then complete remaining fields of questionnaire as indicated in blue (if applicable).

Note:
Do not sign at this point
It is important to remember to save this document at regular intervals ⓘ

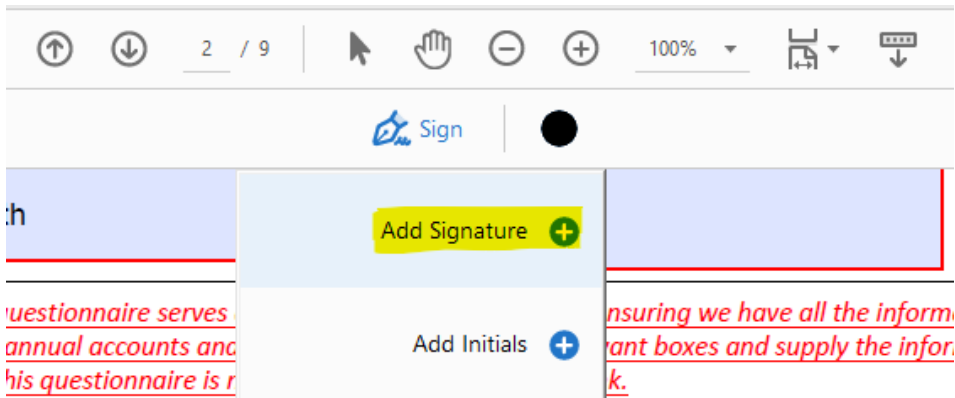
Director/Shareholder Name	Signature
Abby B Smith	

Step 6 – Go back to first page, click in signature field, click on pen symbol as highlighted in yellow

The screenshot shows a document viewer window with a menu bar (File, Edit, View, Sign, Window, Help) and a toolbar. The document content includes several paragraphs of text and a signature table. The signature table has two columns: 'Director/Shareholder Name' and 'Signature'. The name 'Abby B Smith' is entered in the first column. The second column contains a vertical line. A yellow highlight is placed over the pen icon in the toolbar, indicating where to click to sign.

Director/Shareholder Name	Signature
Abby B Smith	

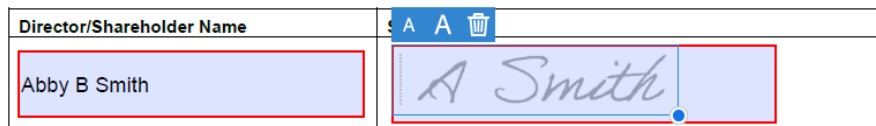
Step 7 – Click on add signature



Step 8 – Type, Draw or upload an image of your digital signature, then click Apply



Step 9 – Drag and drop signature into box








Step 10 – File > Save as to save questionnaire

Step 11 – Click on link at bottom of first page to start email to BTP.

Please tick best option for supplying your records:-

- Records to be provided digitally (please email these to admin@btp.nz) Physical
 - records to be dropped off at our office, posted or couriered & expected date
- [Redacted]

Step 12 - Attach questionnaire(s) and supporting documents and include in subject line "client name (as per questionnaire) records in"

Send	To	admin:	
	Cc		
Subject		This is So Easy Limited Records In	
 2021 Business Questionnaire Demo Completed.pdf 2 MB	▼	 This Is So Easy Ltd ASB 91 Loan Statements 1.4.2020 - 31.3.2021.pdf 51 KB	▼
 This Is So Easy Ltd ASB Bank Statement 31.03.2021.pdf 51 KB	▼	 This Is So Easy Ltd Legal Fee Invoices.pdf 51 KB	▼
 This Is So Easy Ltd Reviewed Depreciation Schedule.pdf	..		

Hi BTP

Please find attached my completed business questionnaire and other documents you require.

Kind Regards

Abby B Smith