

## Instructions on Fillable PDF Form

1. On week 5, please upload your roster to [hishealinglight.org](http://hishealinglight.org).
2. In the upper left corner, click File. Then click Save As.
3. Before clicking Save, change the file name to HJ <year> Class Roster. (i.e., HJ 2023 Class Roster) Then click Save.
4. Before filling out the form on Fillable PDF, you may have to click Enable Editing. It is usually on a yellow banner near the top.
5. On the next page, please fill out the information in each column. First and last names must be in separate columns. An asterisk (\*) indicates a required field.
6. Click on each space to add information.
7. When you are finished, go to the upper right corner and click on Save (an icon that looks like a computer disc).
8. Close the file.
9. Return to home page for [hishealinglight.org](http://hishealinglight.org) and click on Healing Journey. Then click on Leaders, then click on Roster Submission.
10. Fill out the information about your class.
11. Click on Upload. Go to where you saved the File. Click on it. Click Open.

