

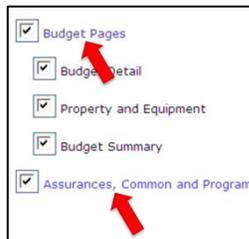


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## Selectable Application Print Instructions

Note: Print requests do not process immediately. An e-mail stating the printable application is ready will be sent when the pdf file is available. In some cases, this may not be until the following day. Use the "Printer Friendly" view on the respective page and print using the browser's print function for an immediate copy of a single page.

Step 1: Click the checkbox next to "[Application Name]" to display the pages in the application. Tabs with sub tabs (Program Detail, Budgets, Assurances, etc.) will display as a blue hyperlink which must be clicked to expand. (Click the hyperlink, not the checkbox.)



Step 2: Unchecked pages will not print; for example, the Page Lock Control page.

Step 3: Verify all needed pages are checked then click the "Request Print" button.

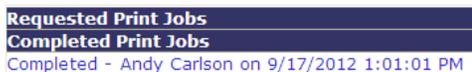
Step 4: A blue hyperlink will appear under the "Requested Print Jobs" heading.



Clicking on the hyperlink brings up a list of all the pages that will print.



Step 5: Once the Selective Application Print process runs, a blue hyperlink will appear under the "Completed Print Jobs" heading. Click this hyperlink to open a pdf version of the application.



Step 6: Save and/or print the pdf file using the Adobe® save and print functions.