

Viewing and Printing Forms

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1. View forms:

- Click the Preview button at the bottom of the Application and Certification for Payment form and Continuation Sheet form to view.
- The system displays the forms in AIA style formatting.
- Review all calculated values and entries.

2. Print forms:

- Click Print to generate physical copies.
- Forms print in AIA style formatting.
- Print to PDF for electronic delivery.

3. Edit applications (if needed):

- Open a saved application.
 - Modify values as needed.
 - Re-save and re-print.
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