Intellectual and Developmental Disability System Redesign Advisory Committee
Membership Application Instructions

The application for membership on the Intellectual and Developmental Disability System Redesign Advisory Committee is a fillable Adobe form. Follow these instructions to complete the form.

1. Save and open the file.
   a. Saving the file from the HHSC web page:
      i. Internet Explorer: Right click on the link and select "Save target as."
         Google Chrome: Right click on the link and select "Save link as."
      ii. Save the document to your desktop.
   b. Opening the file from your desktop:
      i. Make sure the document opens in Adobe Reader, not in a web browser such as Microsoft Internet Explorer, Microsoft Edge, or Google Chrome. If you do not have Adobe reader, you can download the latest version free of charge at https://get.adobe.com/reader/
      ii. Right click on the file icon.
      iii. Select "Open with."
      iv. Select "Adobe Reader."

2. Fill out the form fields.
   a. When filling out the form fields, use the "Tab" key on the keyboard to move from one field to the next.
   b. If you must go back to a field, use the "Shift + Tab" keys on the keyboard, or use the mouse to place your cursor in that field.

3. Attach documents.
   a. You may attach a resumé or curriculum vitae by clicking the "Attach File" button on the form.

If a resumé is required, please attach using the "attach file" button below.

Attach File

   b. An "Add Attachment" window will pop up.
   c. Select the file you want to attach.
   d. Click the "Open" button at the bottom of the window.

e. You will not be notified that the file was attached at this time. It will be acknowledged when you receive confirmation that your application has been received and accepted.

4. Sign the document.
   a. You may use a digital signature or type your name and date in the form.

5. Save your completed application.
   a. Click "File" at the top of the window.
   b. Click "Save As."
   c. Select "PDF file."
   d. Select a location to save it to on your computer.
   e. Click "Save."

6. Submit the document.
   a. When ready to submit your completed application, select the "Submit Form" button at the top of the form. If you do not see the button, be sure you opened the document in Adobe Reader.
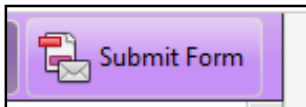
   b. A window will pop up:
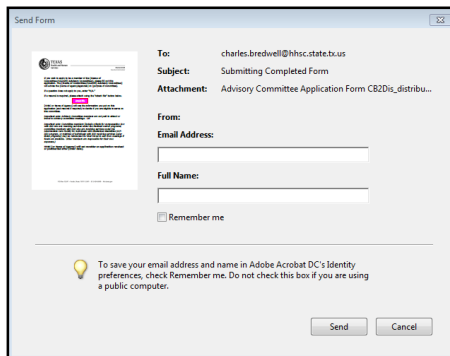
   c. Fill in your name and email address if asked.
   d. Click the "Send" button.
   e. You will receive confirmation that your application has been received and accepted within two business days of submission.
   f. If **you do not receive a notice within two business days or if the notice did not indicate there was an attached document (if you attached a document), please contact:** **charles.bredwell@hhsc.state.tx.us**