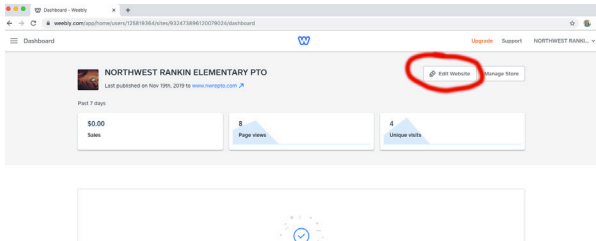


# HOW TO ACCESS FORMS THROUGH PTO WEBSITE

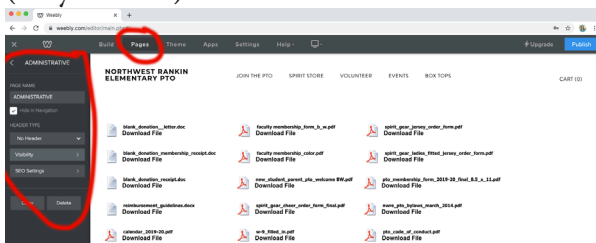
1. Go to weebly.com >> Log in (top right corner)

nwrepto@gmail.com  
C0ug@r\$2016

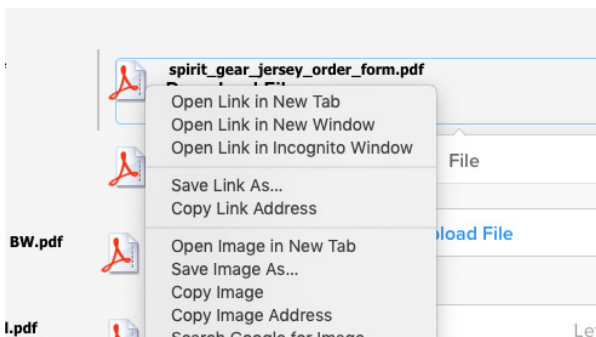
2. Click on edit website from dashboard



3. Click on pages at the stop of the screen, then find the administrative page on the left hand panel (very bottom)



4. Click on the file you'd like to download/print. A box will pop asking you to upload a file. **DO NOT CLICK ON THIS.** Leave it up and then right click on the file itself. It'll ask you to open in a new window/tab. Open it in either.



5. From that window you can print or download. You can just close the other browser so no changes are accidentally made to anything else.

