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### How to Successfully Save & Update PDF

1. Go to the email you received your advising form PDF.
2. Save the PDF to a [location on your computer](#).
3. Close out of the PDF (if you have it opened).
4. Go to the [location on your computer](#) where you saved the PDF, and open the PDF.
5. Add additional courses to your advising form, and type your name as your electronic signature.
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7. Complete the COES Orientation Check-in (Phase 1 >> Step 4).
  - a. When you reach "Electronic Advising Form," select "Add file."
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  - c. Navigate to the [location on your computer](#) where you saved the PDF, select that file, and select "Open."
  - d. Select "Upload."
  - e. To make sure the document you are uploading is correct, click on the PDF icon you uploaded. A preview of your document will show.
    - i. If this is **correct**, go back to the form, and select "Submit."
    - ii. If this is **incorrect**, go back to #4 (above) and repeat the process.