

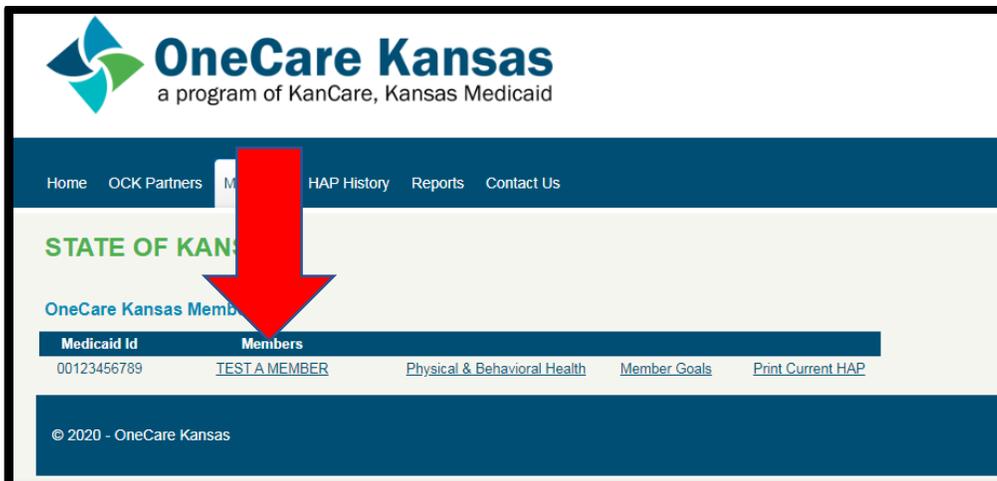
## Detailed Instructions to 'Print Current HAP'

**To Print Current HAP:** Once you are done with imputing information into the portal, there is an option to Print Current HAP. This allows you to print at any time before HAP submittal with all saved information.

### 1. Click on Member's Tab



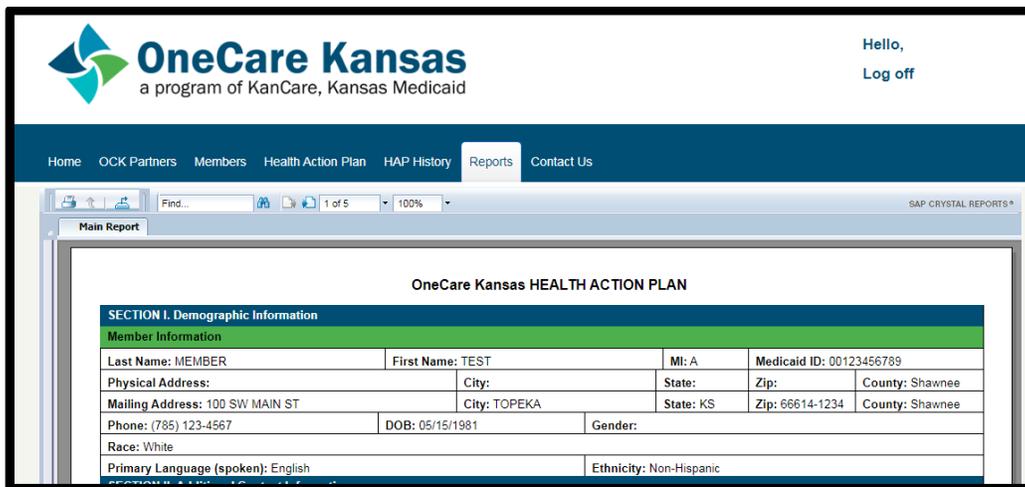
### 2. Find the member's name from list



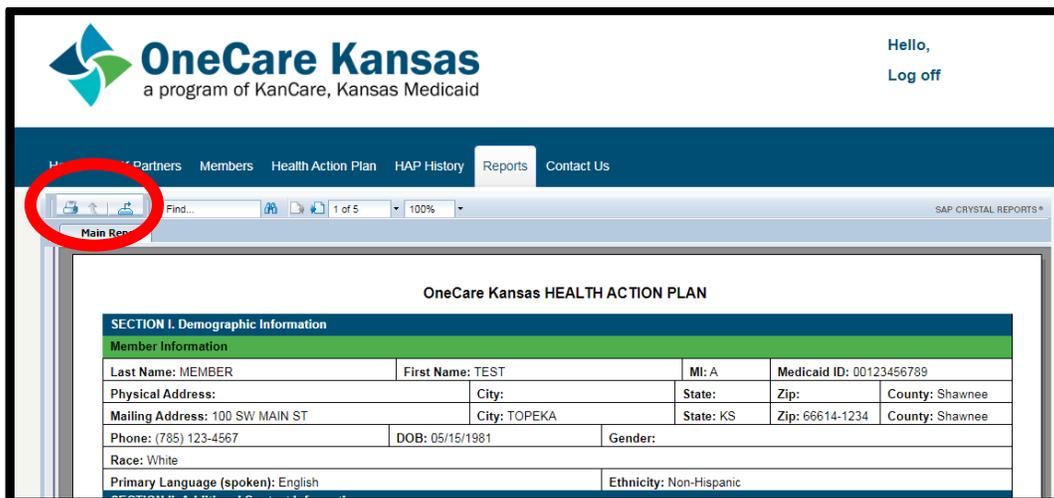
### 3. Click on 'Print Current HAP'



4. Directed to printable HAP page.

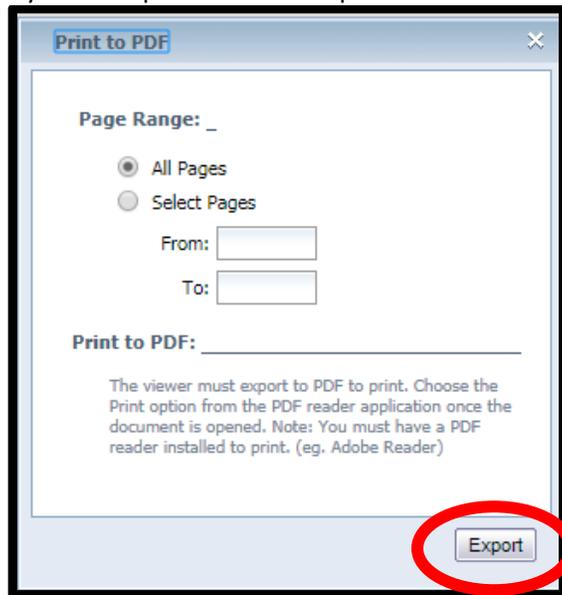


5. Click on the printer icon or the download icon



6. If you click on the Print Icon the following pop-up will occur

- a. You can print all pages or select pages you want
- b. When done with how you want print click on 'Export'



**7. If you click on the download icon the following pop-up will occur**

- a. You can print all pages or select pages you want
- b. When done with how you want print click on 'Export'

