

Steps to complete the Organizing My Affairs (OMA) document

Download the blank OMA document from the PURA website to your local computer.

Adobe Acrobat Reader must be used to complete the document. If you do not have Reader it is a free download from get.adobe.com/reader. Select the free version titled *Adobe Acrobat Reader DC*. Click the blue download button, then follow the instructions to complete the install process. Decline options to install additional apps if they are offered. If asked to accept *Reader* as your default PDF app you should also decline this option. **Do not** use other apps beside *Reader*, such as inside of web browsers, to complete the OMA document. They will not work.

Start up *Reader* and navigate its menus in this sequence: **Edit > Preferences > Javascript** then click on the **Enable Acrobat Javascript** checkbox. This only needs to be done once on first use.

Begin filling in the OMA document.

Items to Note during data entry

Date format

The date format dd-mmm-yyyy (eg, 24-May-2021) was chosen for consistency throughout the document. If a different format is entered a popup hint will remind you of the desired format after the first incorrect attempt in that field or the app will automatically fix the format for you. A few date fields are not format checked at all, such as when a date range is required or is non-specific.

Field validation

Data entries such as birth dates, phone numbers, monetary amounts, etc, are format specific. The app attempts to validate the format is correct, but not the value itself. For example, phone numbers such as (123)-456-7890 will pass validation but is not necessarily a working phone number.

Field Overflow

What happens when a data entry is longer than the field space provided? As an entry is typed, its length is monitored by the app. As soon as a field overflows, a popup box will alert the user the field is full. Click the OK button in the popup box. If a "+" symbol appears at the end of the answer field, also click on the symbol. Now position your cursor after the last character shown in your answer and resume typing right where you left off. Only part of your answer may show in the answer field as it wraps one or more times. When you have completed your answer and moved to another field, your complete answer has been saved regardless of what portion is shown in the answer field.

Viewing/Printing Field Overflows

Now, later, or when you have finished the OMA document – page down to the final page of the OMA document. Click the POST button on that page. All overflow answers within the OMA document will be titled and listed in their entirety on this final page. Any text on this page can be rearranged by the user to improve its appearance. This full page will also be included when the OMA document is saved or printed.

Save or Print the OMA document

Use the app menu **File > Save As** and/or **File > Print** commands to save and print your OMA document for future reference and to make changes as needed.