



Bayside Peninsula Flexible Support Packages Program



Steps to successfully access, fill and save the Flexible Support Package application form

1. **Go to** South Safe website to <https://southsafe.com.au/bayside-peninsula-flexible-support-packages/>
2. Under Application Forms **select** FSP Application form – **Select** the Download button. The application form will automatically open on your screen
3. Right click on the application form and select **Save As**
4. **Save** the application form to your desktop and **rename** the file – we recommend using a unique identifier for each application
5. **Close** the application form and the South Safe website
6. Using file manager, **re-open** the application form you saved to your desktop
7. **Fill** in the application form
8. Once the application form is complete, select **Save**

Re-accessing to make changes or complete the application form

1. Using file manager, **re-open** the application form you saved to your desktop
2. **Edit** the application form
3. Once the application form is complete, select **Save As and select the original file name**
4. *Replace existing file?* **Select Yes**

For each new application, we recommend that you follow the above-mentioned steps to ensure the application form is the most current version.

Adobe Acrobat DC (Version 15 or higher) or Adobe Acrobat Reader DC (Version 17 or higher) should be installed to optimise functionality of this form