

## General Tips for Working with Interactive Forms

The Department of Revenue is using an interactive form for Form P100. It allows you to enter data into the form and automatically transmit the content to Revenue. The suggestions below are intended to help you use the form for the first time.

In order to fill out this form, you will need to know your county's Minnesota Tax ID. If the Minnesota Tax ID submitted does not match the ID we have on record, the form will prompt you to take further action.

### Contents

Important Notes.....	1
Adobe Reader Information.....	2
Using the Form.....	2
How Do I Fill Out the Form? .....	2
What does the colored "Trust Document" banner do? .....	2
Why can't I select a payment due date? .....	3
What if I didn't get an email receipt and copy of my form? .....	3
Issues Opening the Form .....	3
Why won't the form open? .....	3
Internet Explorer .....	4
Chrome.....	4
Firefox.....	5
Safari .....	5

### Important Notes

- You will need to download the latest version of:
  - Adobe Reader: The free [Adobe Reader](#) software or at the minimum Adobe Reader **version 9.1** should be installed on your computer. No other PDF product will work.
  - Internet Explorer: The Department of Revenue recommends [Internet Explorer](#) as a browser for all its forms. Other common browsers (Chrome, Firefox, and Apple Safari) will also work with some setting adjustments.
- In-browser use is recommended: This form works best when the web browser and Adobe Reader are configured so that the user can **open and fill the form directly in the browser**.
- The information you enter in these forms will be computed, verified, and electronically transmitted to the Minnesota Department of Revenue.
- All communication regarding your submitted form will be made to the email address you provide on the form. Please be sure it is correct.

# MINNESOTA · REVENUE

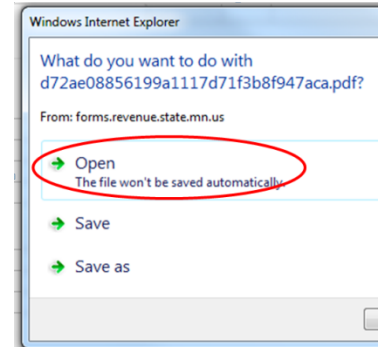
## Adobe Reader Information

- If the Adobe Reader v.9.1 or above is not already installed on your computer, download the free [Adobe Reader](#) before proceeding. If you have a version earlier than 9.1, you need to **upgrade** to use this electronic form.
- Left click on the form link and the form will open\* in Adobe Reader. You can fill in the form and submit when you are finished.

\*Note: If after clicking on the form link you are prompted to make a selection for an action with the form, for best results select open (you may not see this prompt).

Adjust Magnification. If the form opens with a lower magnification than you would like, you can change it using the Adobe Reader toolbar.

Save to Finish Later. You can save your form to finish later. However, complete the upper portion (information about your organization) before you save. Be sure to note your saved file name and location.



## Using the Form

### How Do I Fill Out the Form?

1. **Moving Through the Form.** After opening the form, you can navigate through it using either the tab key or the mouse (not the “enter” key). Copy and paste features work in the form.
2. **Saving.** You may save a copy of your form. The data entered will be saved too.
3. **Submitting.** When the form is complete, click on the “**submit**” button at the bottom of the form. There are also options to print and save but you still must click “submit” to transmit the form to the Department of Revenue.
4. **Confirmation of Receipt.** Revenue will send you an email confirmation with an attached copy of the submitted form. Depending on your email service, this may arrive immediately or take up to 24 hours. You will be contacted using the email address provided on the form if further information is required.

### What does the colored “Trust Document” banner do?

**“Trust” the Document:** The first time you open an interactive form, a colorful banner may appear across the top indicating the form is in “Protected View.” This “protected view” limits what you can do and protects your computer from potentially malicious content.

**As soon as you see this yellow banner,** you must click “Options” on the yellow banner and select trust this document always. Once trusted/enabled, the banner will change colors and you can complete the form.



# MINNESOTA · REVENUE

## Why can't I select a payment due date?

You must first select your county and enter your county's Minnesota Tax ID before you can select a payment due date. You must submit a form for the upcoming due date before you can select a future due date.

## What if I didn't get an email receipt and copy of my form?

Depending on your email service, the email receipt may arrive anywhere from immediately to 24 hours later.

Please check that the form wasn't delivered to your spam or junk mail folders. The sender will be: no\_reply@livecycle.state.mn.us

If you don't have a receipt within 24 hours, please check that your email address was correct. Contact the [Property Tax Division](#) to let them know you haven't received a form.

## Issues Opening the Form

### Why won't the form open?

You may experience problems with Adobe Reader and its interaction with your computer. Unfortunately, the Minnesota Department of Revenue does not have the resources available to help with individual computer problems. However, here is some guidance.

#### Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting [http://www.adobe.com/go/reader\\_download](http://www.adobe.com/go/reader_download).

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

If you do not see the form or if you see a “Please wait...” message that is not eventually replaced, your web browser's settings may need configuration.

Each of the various browsers (Internet Explorer, Firefox, Chrome, Safari) have different “add-ons,” “plug-ins,” and “extensions” that enable the browser to open Adobe Reader forms. There may also be settings that trigger the Adobe Reader form to either open in the browser or as a standalone document (not in the browser). **Windows 10 Users – the “Edge” browser does not currently support Adobe Reader. You must open the installed version of Internet Explorer 11. Adobe provides information on working with Edge here.**

Note: Using the form in the browser is the recommended process.

For detailed instructions on working with browser settings and plugins, see [Adobe XI Acrobat Help](#) or [General Acrobat Browser Assistance](#). In general, the form will work well if your web browser has:

- the proper Adobe Reader plugins or add-ons are enabled/disabled as needed; and
- the browser is configured to open the form within the browser using Adobe Reader.

In addition to the above resources, here are a few tips you might find useful if you are experiencing problems with:

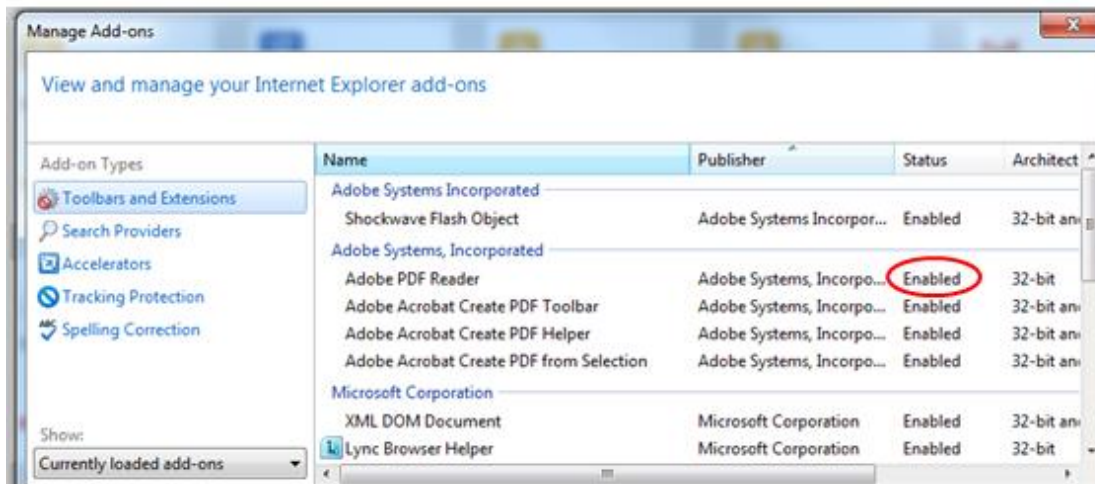
- Internet Explorer
- Chrome
- Firefox
- Safari

# MINNESOTA • REVENUE

## Internet Explorer

Ensure that the Adobe PDF Reader extension is enabled. To do so:

- 1) From the menu, choose Tools -> Manage Add-ons
- 2) Under Add-on Types, select Toolbars and Extensions.
- 3) Ensure that Adobe PDF Reader is “enabled”. See [Adobe XI Acrobat Help](#) for step-by-step instructions.

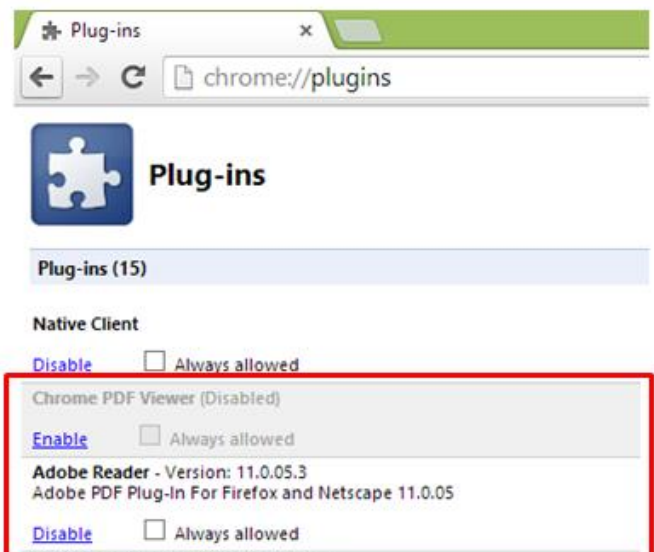


## Chrome

Chrome has its own PDF viewer but it does not work well with the interactive form and must be disabled.

To do so:

- 1) In the Chrome browser bar, enter the text: chrome://plugins
- 2) Find the Chrome PDF viewer and the Adobe Reader plug-in.
- 3) Ensure that the Chrome viewer is disabled (see below it is grayed out) and that Adobe Reader is enabled (as it is here). See [Adobe XI Acrobat Help](#) for step-by-step instructions.

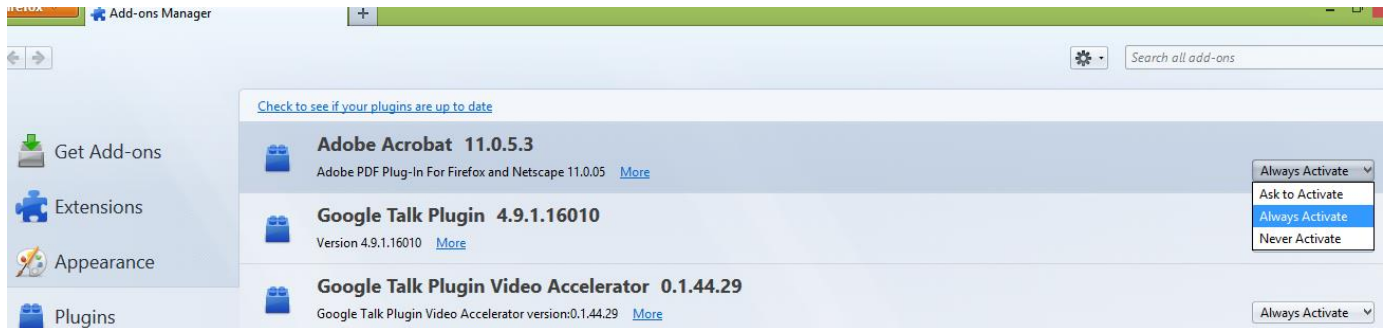


# MINNESOTA · REVENUE

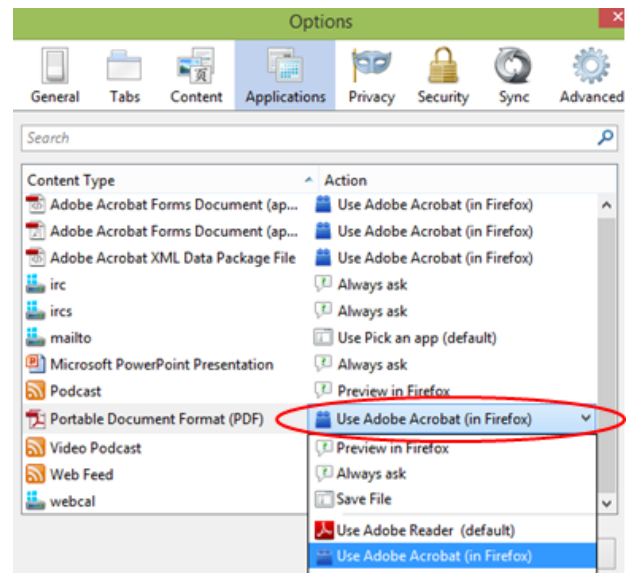
## Firefox

Firefox comes with a PDF “Preview in Firefox” setting that needs to be changed to “Use Adobe Acrobat (in Firefox)” for the form to work properly. To do so:

- 1) From the menu, choose Tools ->Add-ons
- 2) Ensure Adobe PDF Plug-in is “always activated” (as below)



- 3) From the menu, choose Tools ->Options
- 4) Under Applications, ensure that where Content Type = Portable Document Format (PDF), that the associated Action is “Use Adobe Acrobat (in Firefox)” (as at the right)



## Safari

Mac users must use Safari as it is the only Mac browser that supports Adobe. Ensure that Adobe Reader is installed and is the default viewer for PDFs. See [Adobe XI Acrobat Help](#) for step-by-step instructions.