

Instructions for iOS Users Having Issues with PDF Fillable Forms From The City of Hamilton Ontario Works Webpage

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Important Instructions from City of Hamilton Website

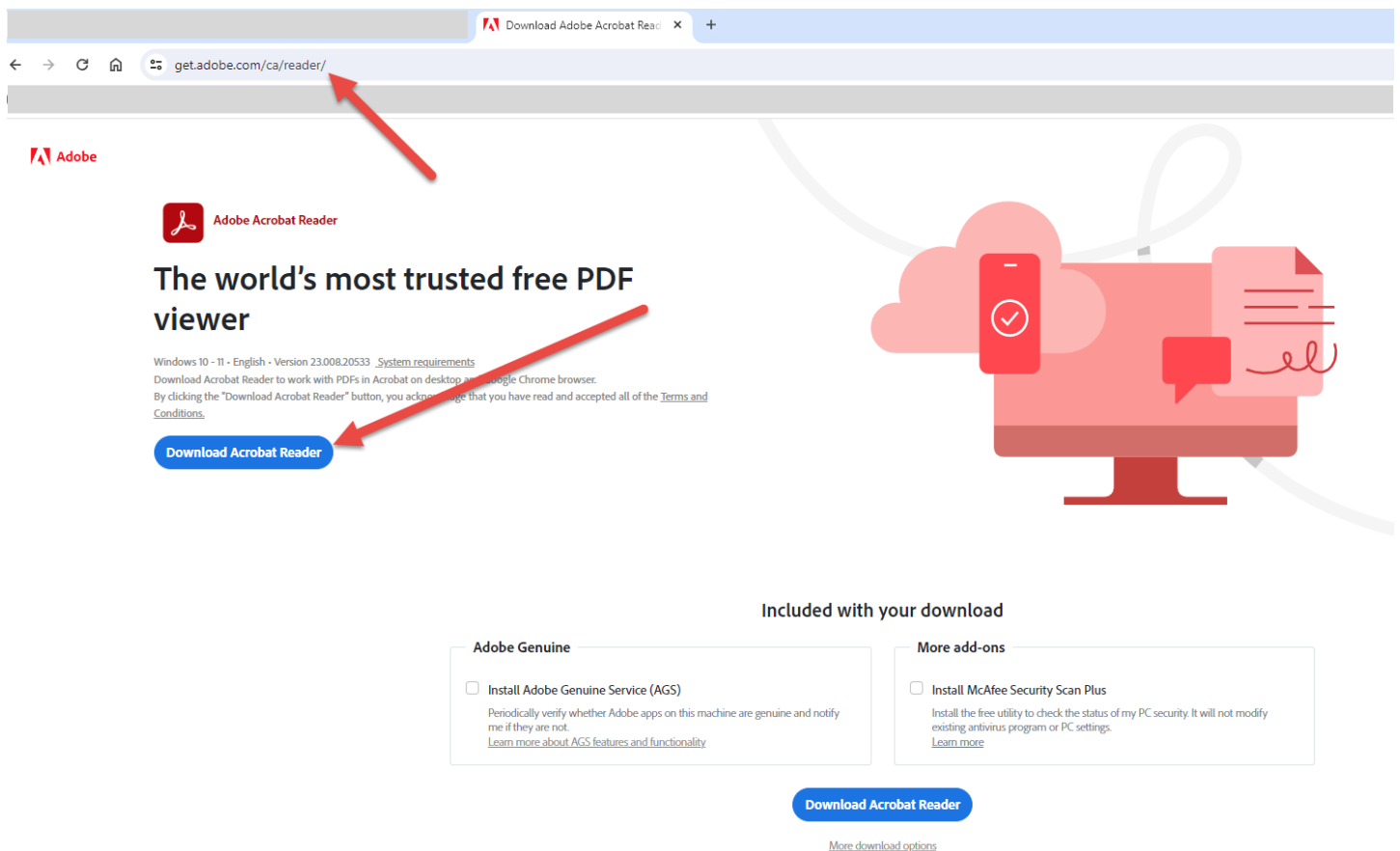
To access Ontario Works Fillable PDF Forms, you will note at the bottom of the forms page the need for a PDF Viewer:

Are you using a mobile device? You will need to [download a free mobile app and PDF viewer](#) to complete the fillable forms. iOS users please use Chrome browser instead of Safari to download the file.

Date modified: December 18, 2023

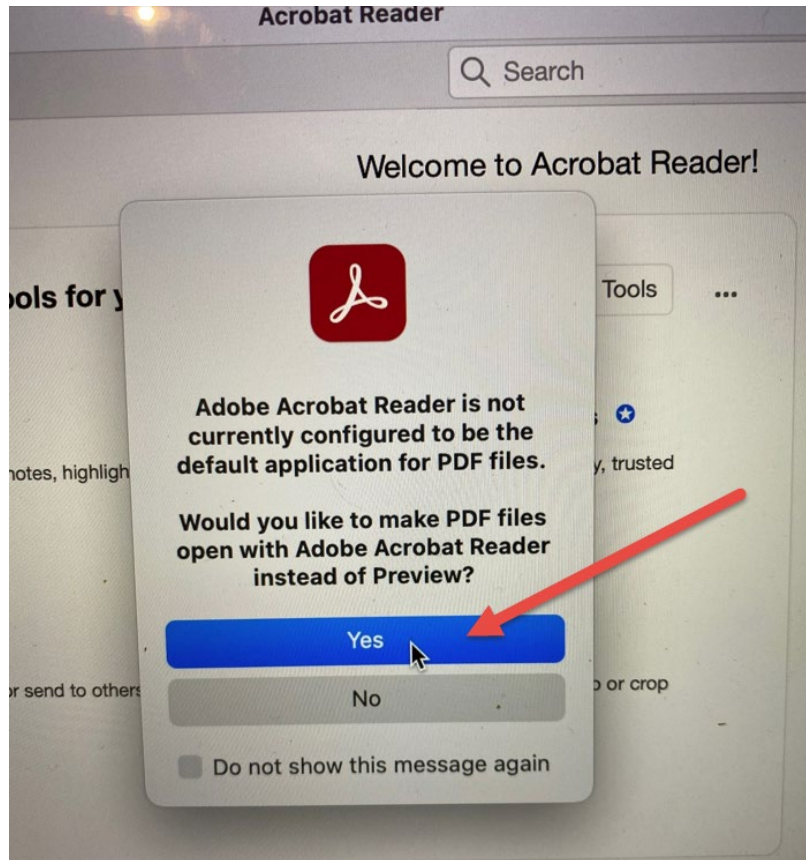
For iOS Mobile Users, click on the link provided on the website above to download Adobe Acrobat Reader free.

For iOS Computer Users, click here <https://get.adobe.com/ca/reader/>

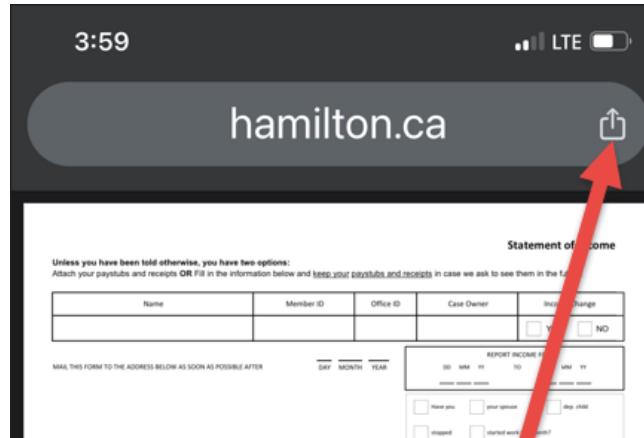


The screenshot shows a web browser window with the URL get.adobe.com/ca/reader/. The page content includes the Adobe logo, the Adobe Acrobat Reader icon, and the heading "The world's most trusted free PDF viewer". Below the heading, there is a "Download Acrobat Reader" button. A red arrow points from the text above to the URL bar, and another red arrow points from the text above to the "Download Acrobat Reader" button. Below the main content, there is a section titled "Included with your download" which contains two boxes: "Adobe Genuine" with an option to "Install Adobe Genuine Service (AGS)" and "More add-ons" with an option to "Install McAfee Security Scan Plus". At the bottom of this section is another "Download Acrobat Reader" button and a link for "More download options".

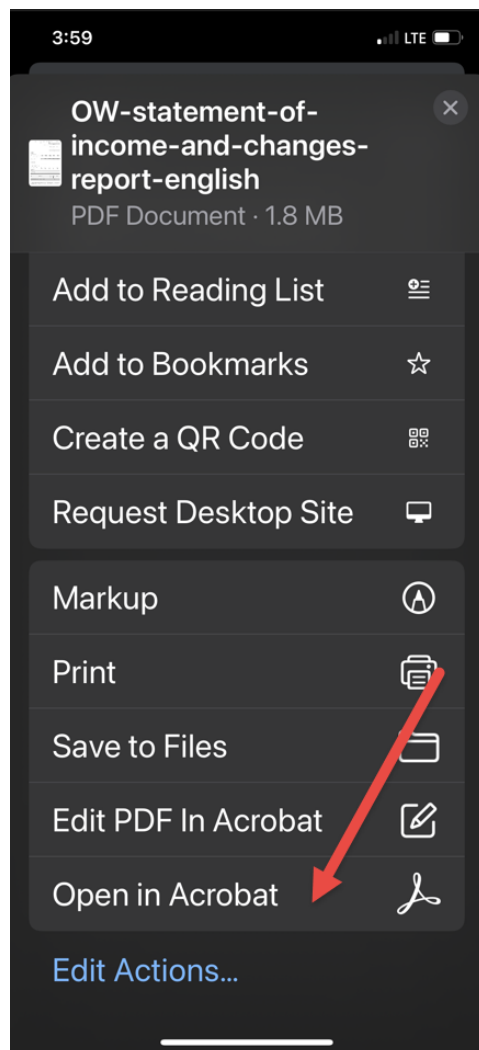
Once Adobe Acrobat Reader is downloaded to your **computer**, a pop-up will appear, Click YES:



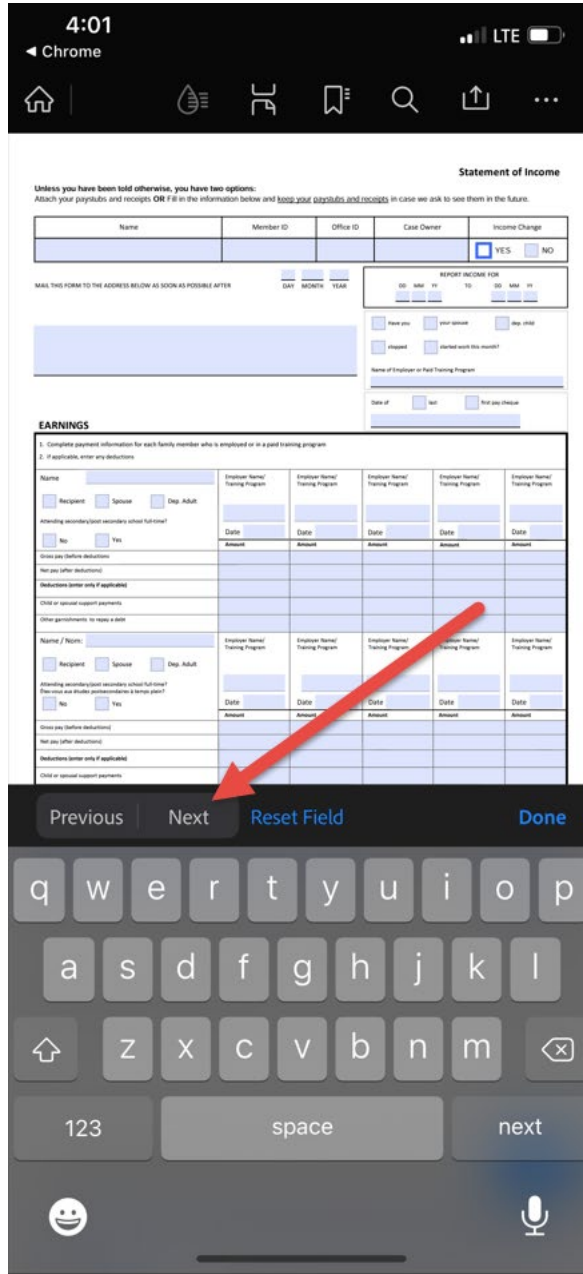
Click on Share button, top right:



Click 'Open in Acrobat'



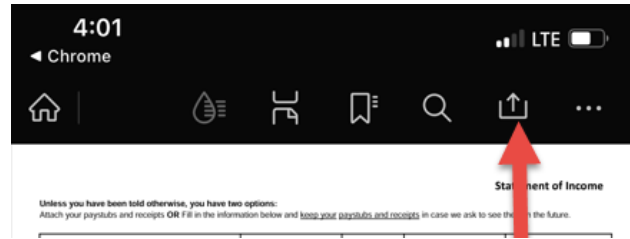
The fillable form will then open in Adobe Acrobat Reader. Type your information in the first field, hit 'Next' to navigate through the form fields.



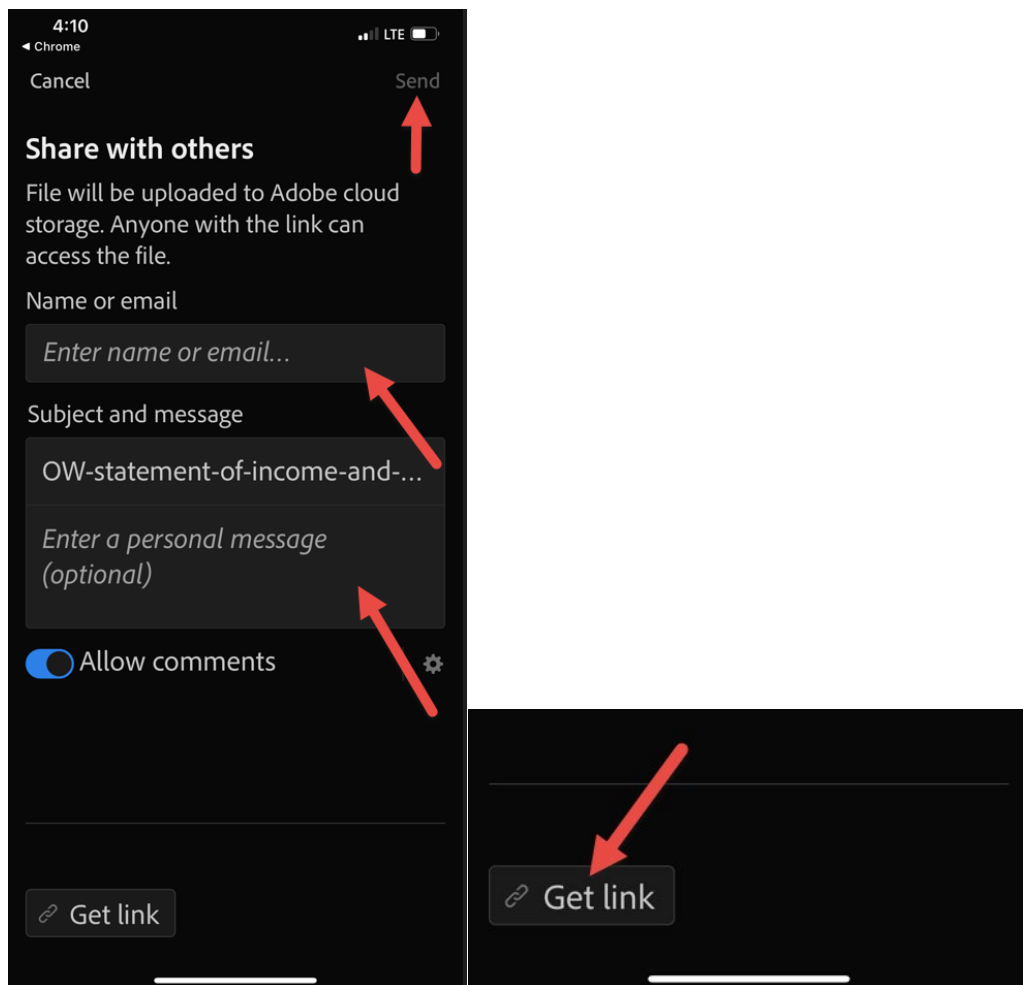
Once the form is completed, click Done.

The image shows a mobile browser interface displaying a 'Statement of Income' form. At the top, the status bar shows the time as 4:01, LTE signal, and battery level. The browser's address bar shows 'Chrome'. The form itself is a multi-section document. The top section is titled 'Statement of Income' and includes a header with fields for Name, Member ID, Office ID, Case Owner, and Income Change (YES/NO). Below this is a 'MAIL THIS FORM TO THE ADDRESS BELOW AS SOON AS POSSIBLE AFTER' section with fields for DAY, MONTH, and YEAR. To the right is a 'REPORT INCOME FOR' section with fields for DD, MM, YY, TO, DD, MM, YY, and checkboxes for 'Have you ever worked for this employer?' and 'Did you work for this employer?'. The 'EARNINGS' section follows, with two numbered instructions: '1. Complete payment information for each family member who is employed or in a paid training program' and '2. If applicable, enter any deductions'. This section contains two identical tables. Each table has columns for Name, Recipient (Spouse/Dep. Adult), Employee Name/Training Program, Date, and Amount. Below each table are sections for 'Deductions (enter only if applicable)', 'Child or spousal support payments', and 'Other payments to repay a debt'. At the bottom of the form, there are navigation buttons: 'Previous', 'Next', 'Reset Field', and 'Done'. A red arrow points to the 'Done' button. A virtual keyboard is visible at the bottom of the screen.

Click on the Share button, top right:



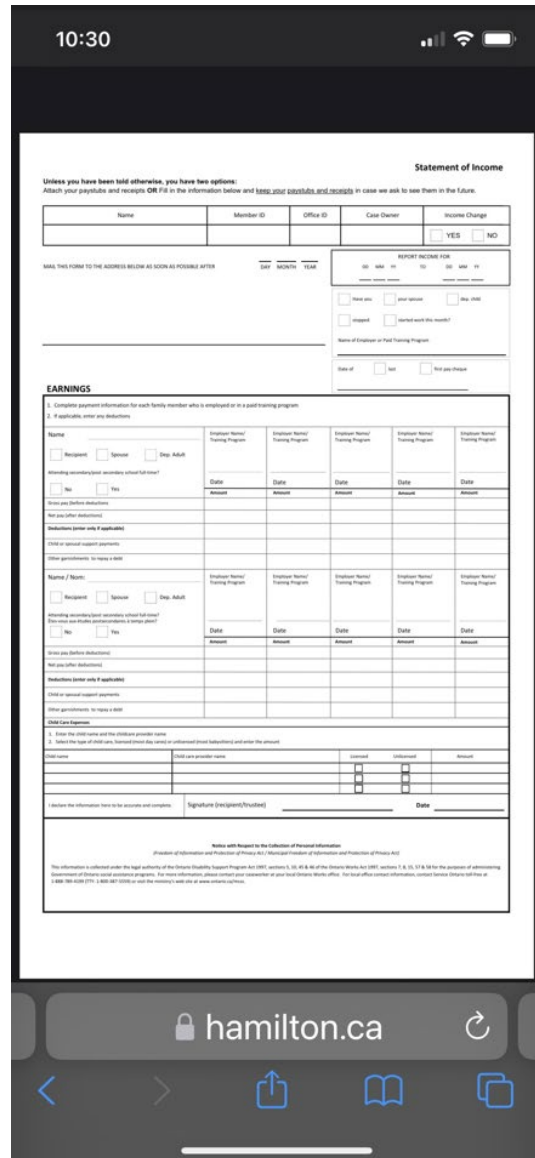
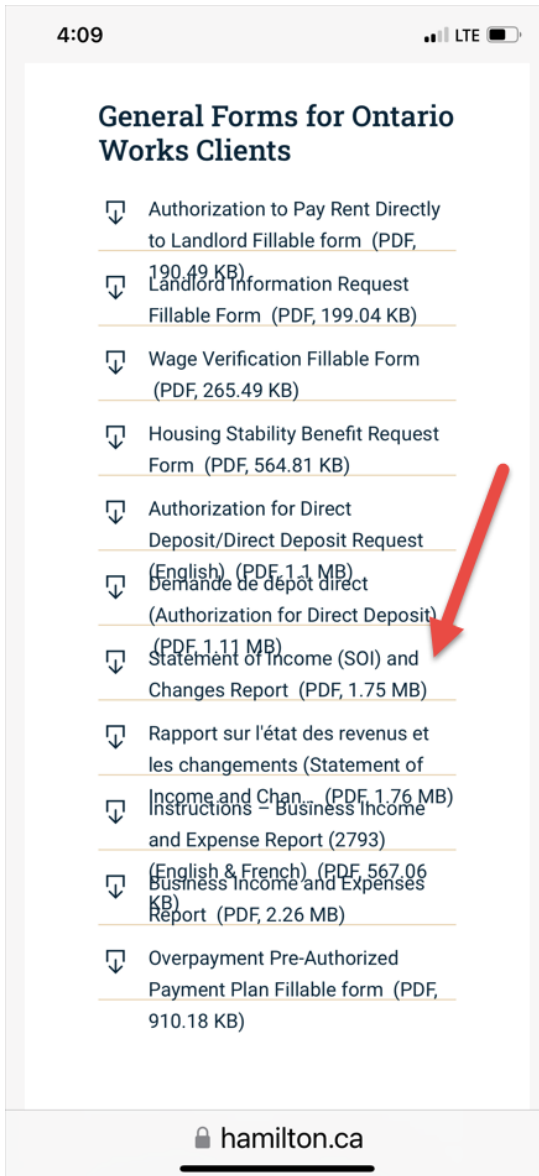
Enter name or email, enter a personal message, then hit send or click Get Link, then Click on button "Create Link" and follow prompts to send.



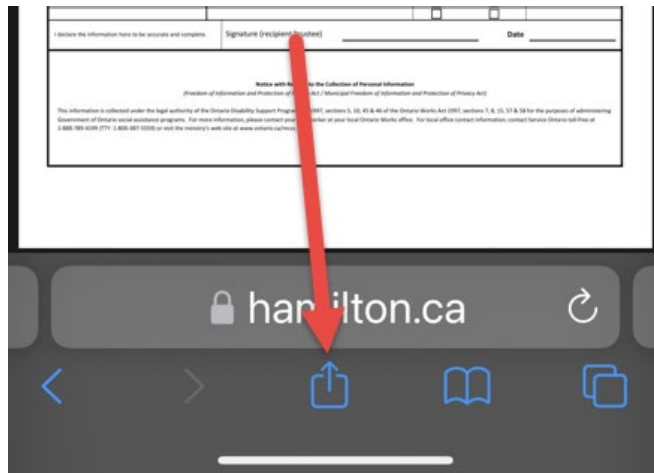
Mobile iOS users using Safari

Please ensure Safari is up to date. Ensure that you have a PDF viewer installed as noted above.

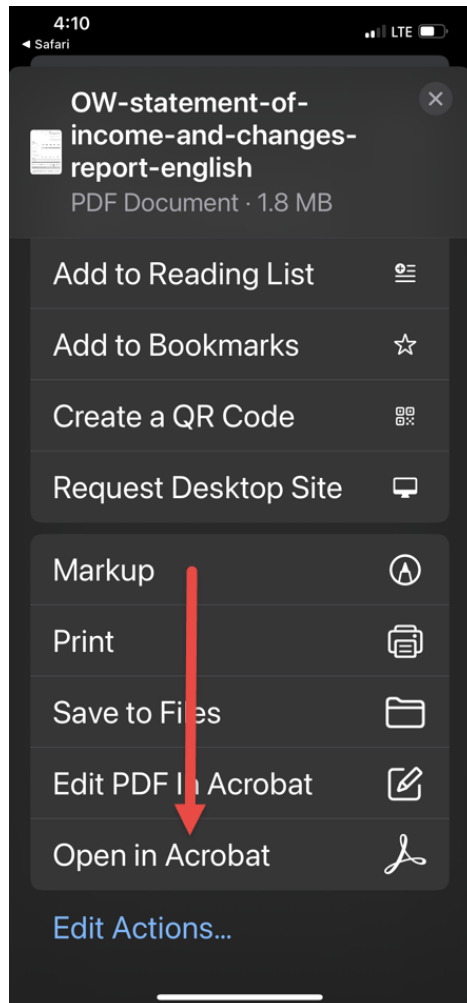
Click on the Form that you would like to fill out i.e. (note: the form will not be fillable):



Click on the Share button at the bottom middle of your screen:



Click on Open in Acrobat to open fillable form:



You may have a window pop up to subscribe to Adobe Acrobat Pro. Click on the X at the top right to close window.

Click on the form field under Name, then click Next to move to the next field. Once you have filled out the form, Click Done.

10:42
Safari

Statement of Income

Unless you have been told otherwise, you have two options:
Attach your paystubs and receipts OR fill in the information below and [keep your paystubs and receipts](#) in case we ask to see them in the future.

Name	Member ID	Office ID	Case Owner	Income Change
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO

MAIL THIS FORM TO THE ADDRESS BELOW AS SOON AS POSSIBLE AFTER _____ DAY MONTH YEAR

REPORT INCOME FOR
 FROM TO
 have you other person this child
 changed started work this month?
 Name of Employer or Paid Training Program

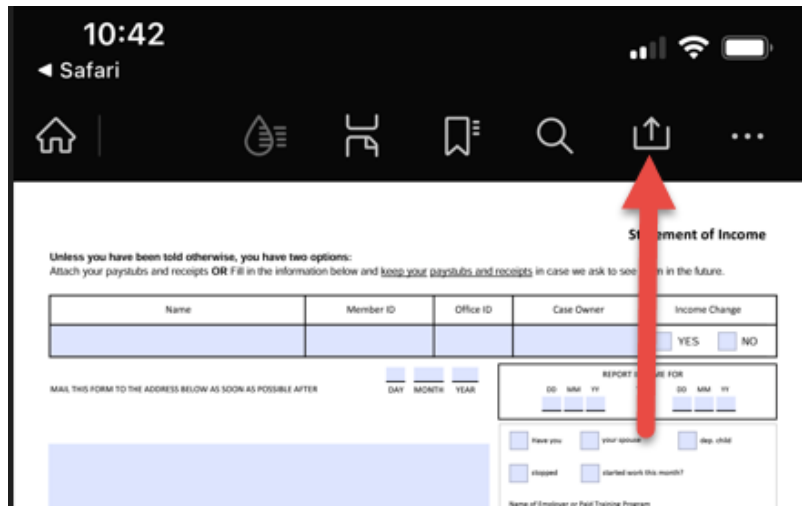
 Date of last first pay period

EARNINGS

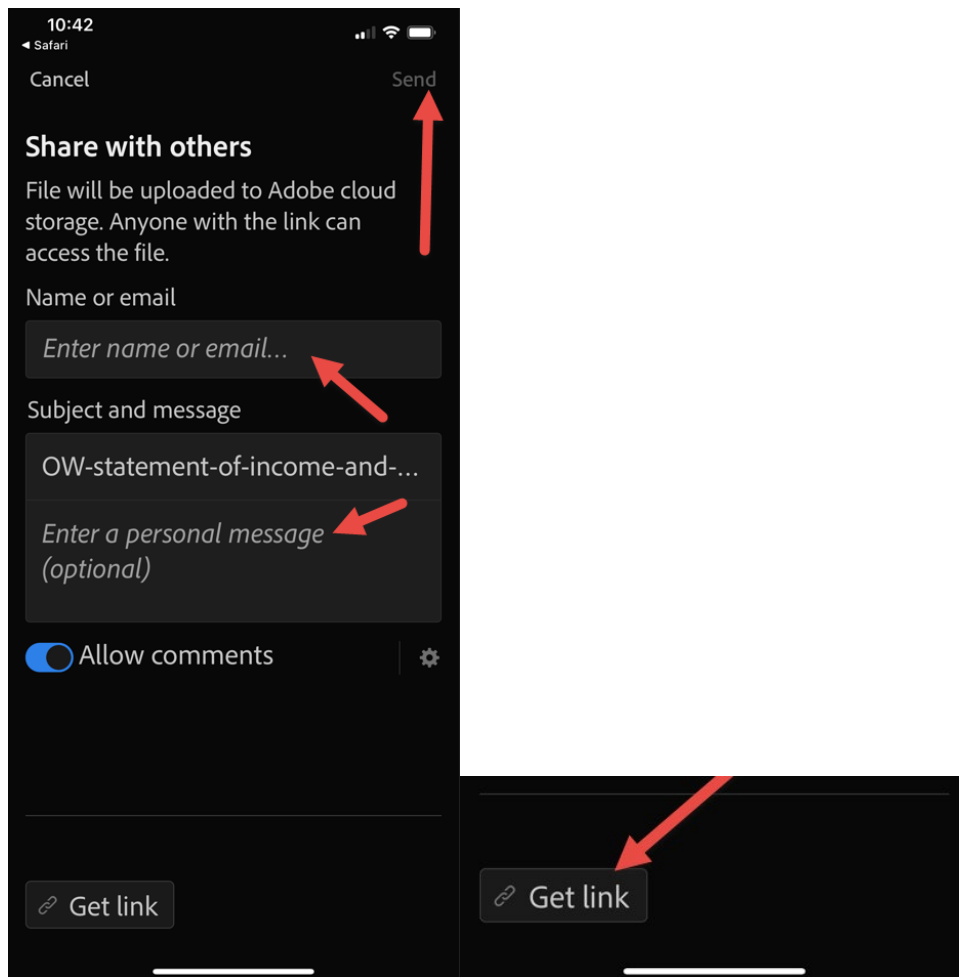
1. Complete payment information for each family member who is employed or in a paid training program.
 2. If applicable, enter any deductions.

Name	Employer Name/ Training Program	Employer Name/ Training Program	Employer Name/ Training Program	Employer Name/ Training Program	Employer Name/ Training Program
<input type="checkbox"/> Recipient <input type="checkbox"/> Spouse <input type="checkbox"/> Dep. Adult	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attending secondary/post secondary school full-time? <input type="checkbox"/> No <input type="checkbox"/> Yes	Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>
Amount <input type="text"/>	Amount <input type="text"/>	Amount <input type="text"/>	Amount <input type="text"/>	Amount <input type="text"/>	Amount <input type="text"/>
Enter pay (before deductions)					
Enter pay (after deductions)					
Deductions (enter only if applicable)					
Child or spousal support payments					
Other governments to report a date					
Name / Name	Employer Name/ Training Program	Employer Name/ Training Program	Employer Name/ Training Program	Employer Name/ Training Program	Employer Name/ Training Program
<input type="checkbox"/> Recipient <input type="checkbox"/> Spouse <input type="checkbox"/> Dep. Adult	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attending secondary/post secondary school full-time? If received any disability payments in same year?	Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>
<input type="checkbox"/> No <input type="checkbox"/> Yes					

Click on the Share button at the top right to Share with Others:



Enter name or email, enter a personal message, then hit send or click Get Link, then Click on button "Create Link" and following prompts to send.



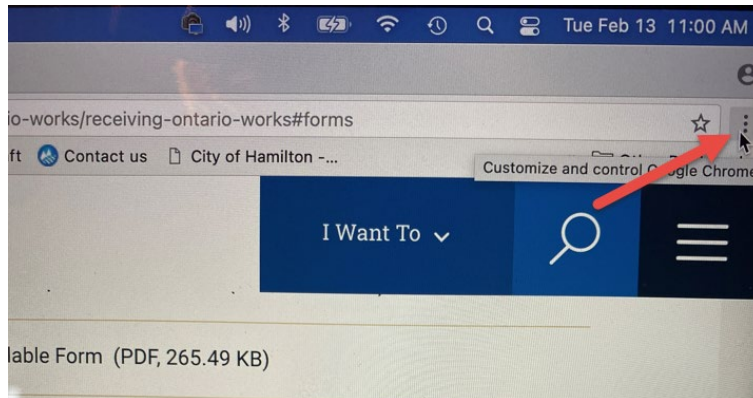
Computer iOS users using Chrome

Ensure that your version of Google Chrome is up to date.

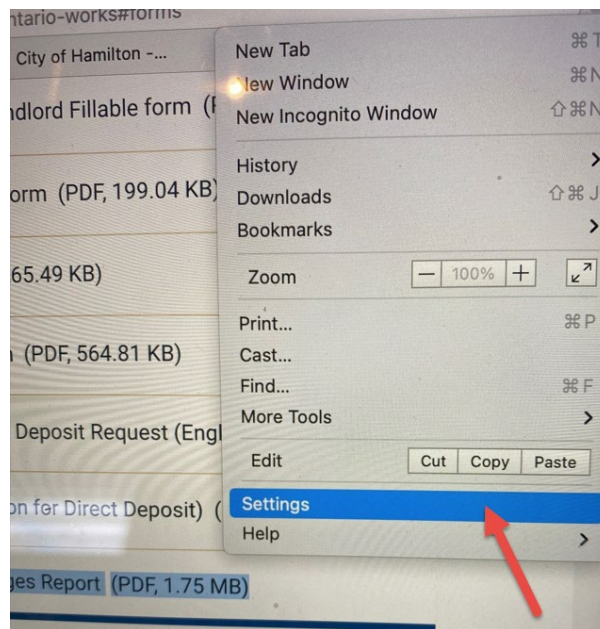
Locate and Select the form you want to complete.

Update Settings in Google Chrome:

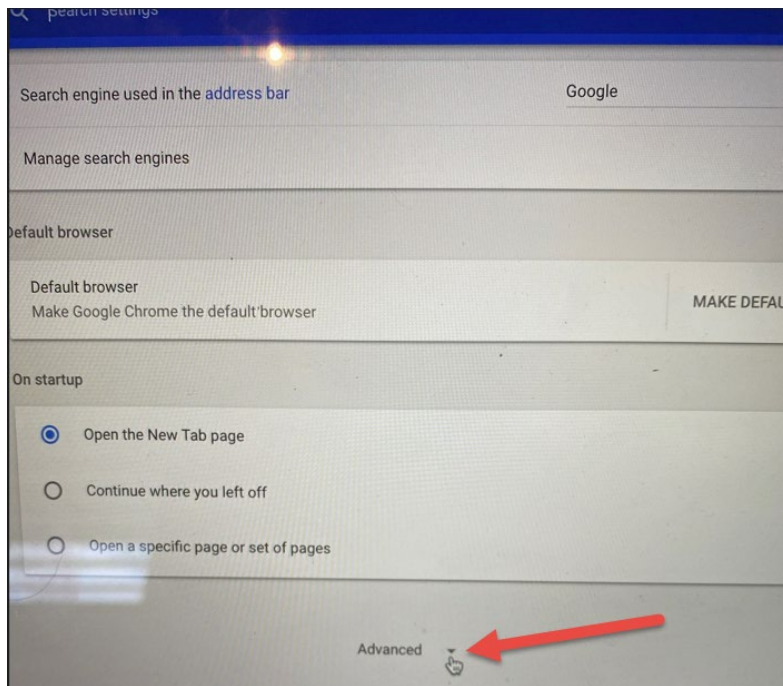
Click on the three dots at the top right:



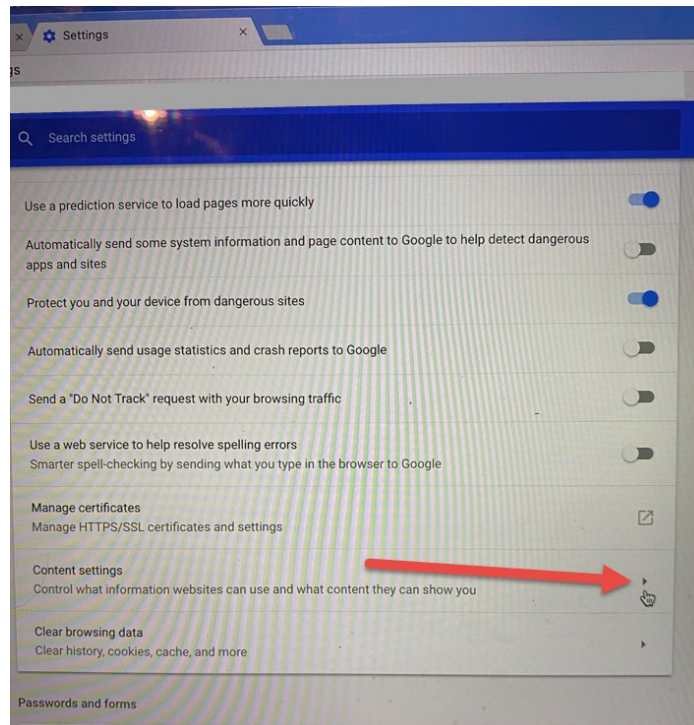
Click on Settings:



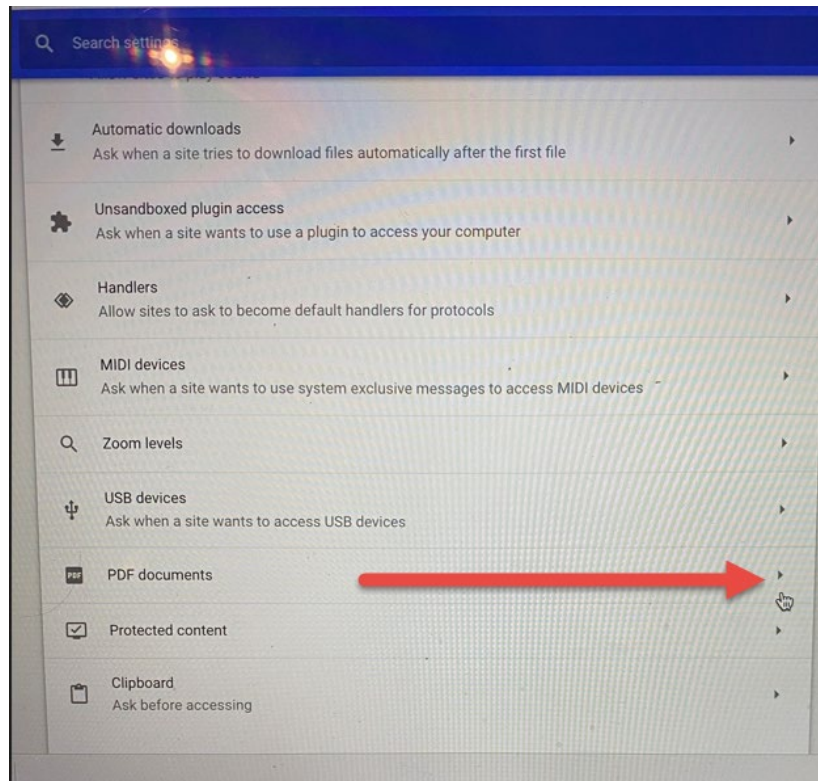
Click on Advanced down arrow:



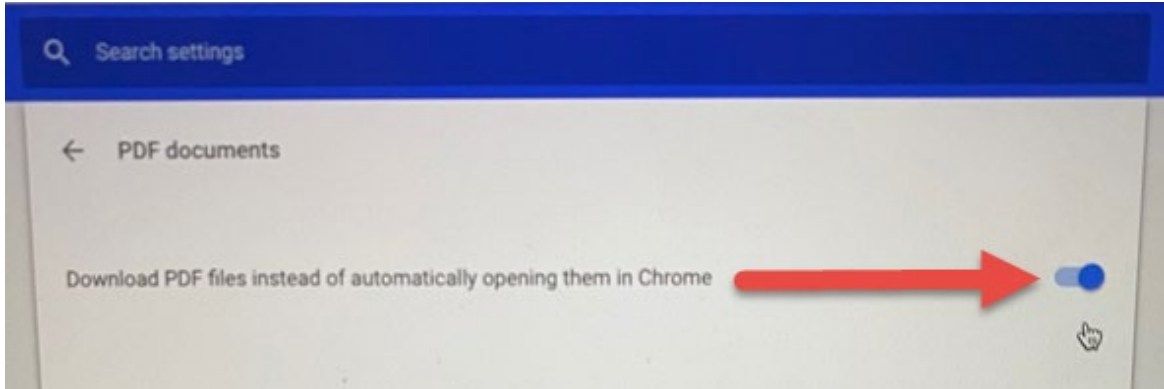
Click on Content settings:



Click on PDF documents:

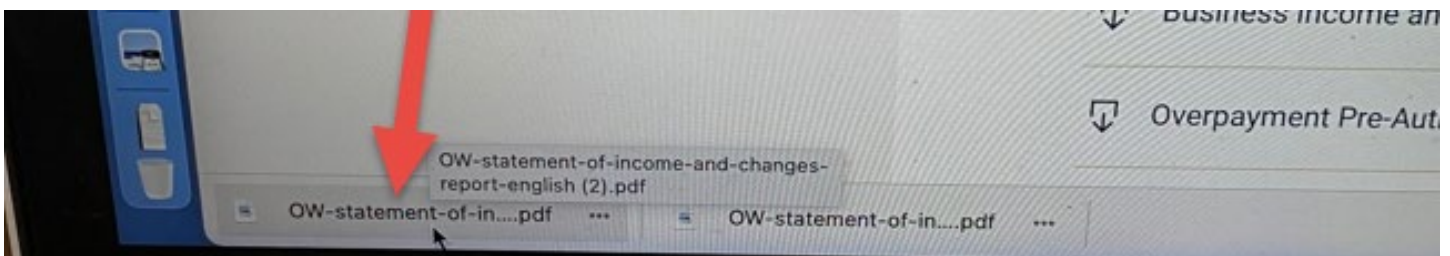


Toggle ON the Download PDF files instead of automatically opening them in Chrome:



Click on the form that you want to fill out.

It will download to the bottom of your screen. Click on downloaded file to open it in Adobe Acrobat Reader. The form is now fillable:



Click box under Name to activate the form field. Tab through the form or click on each field to enter data.

The screenshot shows the Adobe Acrobat Reader interface with the 'FE-085 Statement of Income - English' form open. The form is divided into several sections: 'Statement of Income' at the top, followed by a mailing address section, a 'REPORT INCOME FOR' section with date pickers, and an 'EARNINGS' section with a table for family members. A red arrow points to the 'Name' field in the first row of the top table. The table has columns for Name, Member ID, Office ID, Case Owner, and Income Change (YES/NO). Below the table is a section for mailing the form, with fields for DAY, MONTH, and YEAR. To the right of the form is the Adobe Export PDF sidebar, which includes options to convert the PDF to Word or Excel Online, a 'Convert' button, and a 'Free 7-Day Trial' button.

Once you have completed the form. Click on the Envelope at the top right to send in an email:

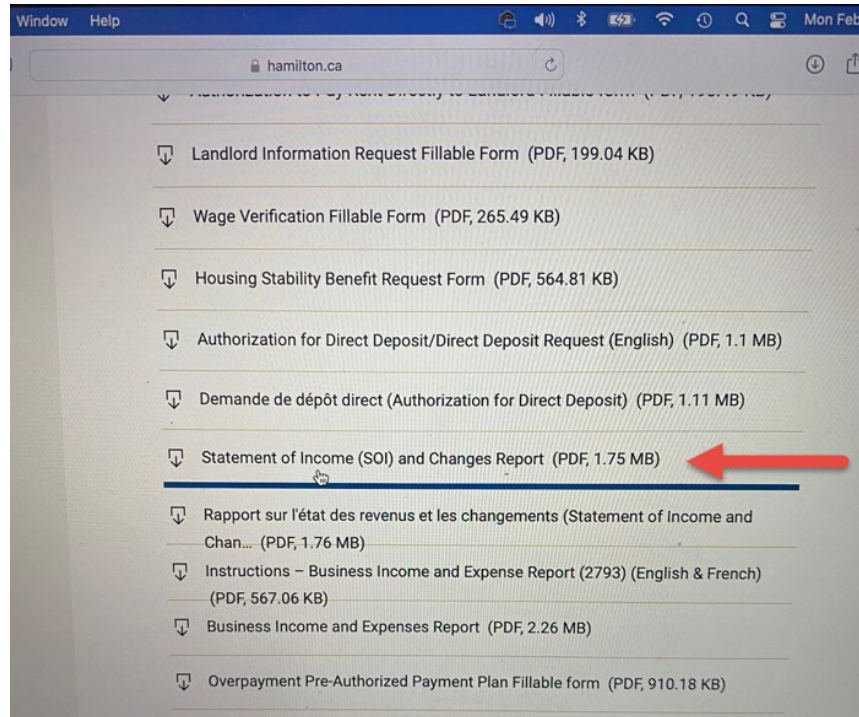
This screenshot is identical to the one above, showing the same Adobe Acrobat Reader interface with the 'FE-085 Statement of Income' form. However, a red arrow now points to the envelope icon in the top right corner of the toolbar, indicating the next step in the process. The rest of the form and the sidebar are the same as in the previous image.

Computer iOS users using Safari

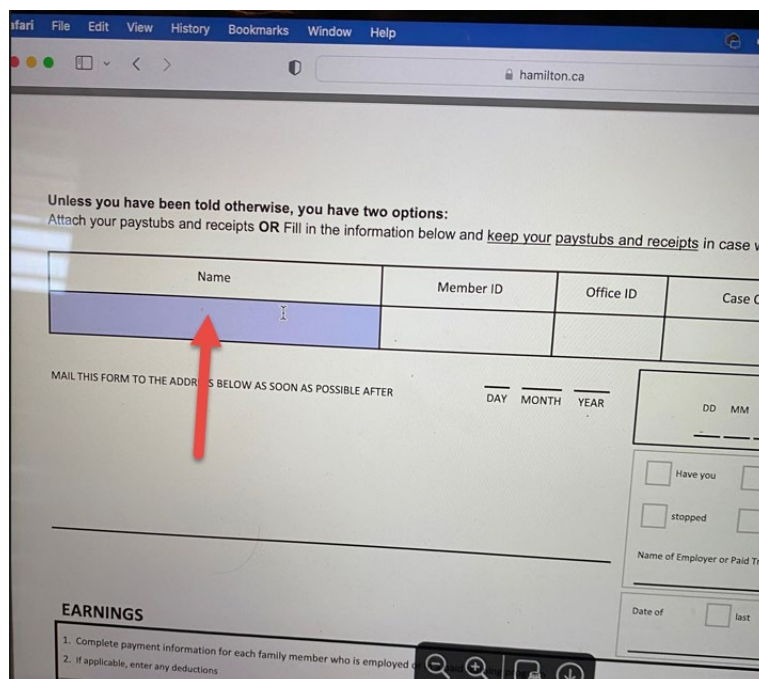
Ensure that your version of Safari is up to date.

Locate and Select the form you want to complete.

Click on the form:

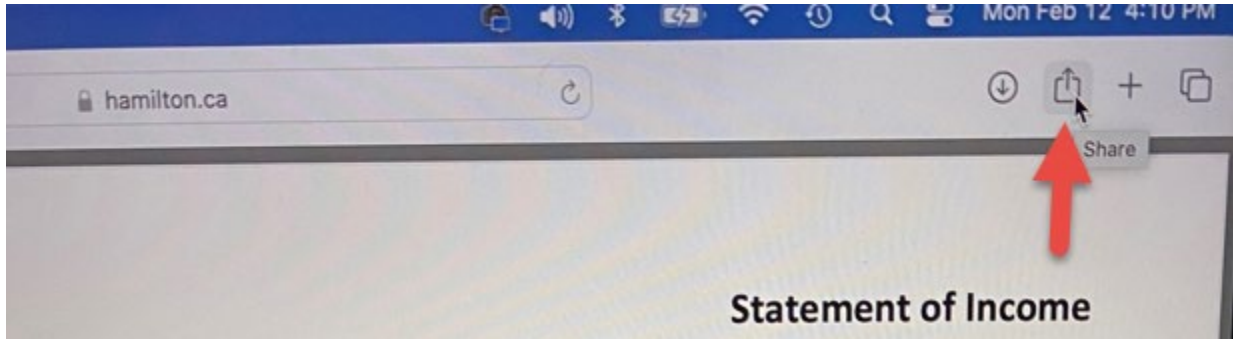


The form will look like it is not fillable, but click on the box under Name to activate form field:

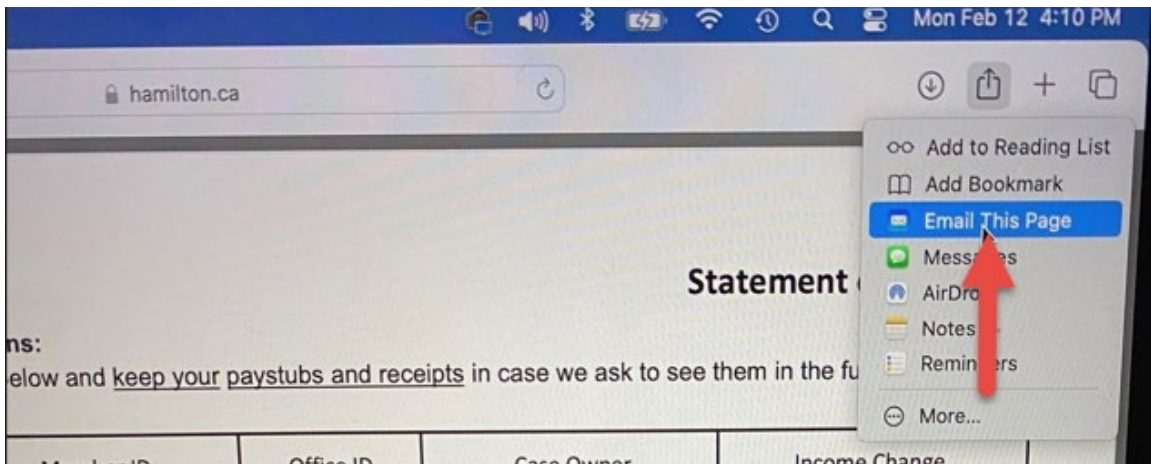
A screenshot of a form titled 'Statement of Income (SOI) and Changes Report'. The form contains a table with columns: 'Name', 'Member ID', 'Office ID', and 'Case Ov'. A red arrow points to the 'Name' field. Below the table, there is a section for 'MAIL THIS FORM TO THE ADDRESS BELOW AS SOON AS POSSIBLE AFTER' with fields for 'DAY', 'MONTH', and 'YEAR'. There are also checkboxes for 'Have you' and 'stopped', and a field for 'Name of Employer or Paid Tra'. At the bottom, there is a section for 'EARNINGS' with instructions: '1. Complete payment information for each family member who is employed' and '2. If applicable, enter any deductions'.

Click Tab (or click on each form field) to navigate through form to complete.

Click on the Share button at the top right:



Then click Email This Page:



It will then open your email app.

Send to the appropriate email address.