

### Step 1

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#### Open the form that you want to migrate -

- Select the 3 dots in the top right corner
- Select Print Form
- Select Save to PDF
- Check to make sure the PDF is backed up to OneDrive

### Step 2

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#### Once the migration has completed -

- Navigate to [forms.office.com](https://forms.office.com)
- Select Quick Import
- Find and upload the PDF

*If you are stuck and in need of assistance please submit a help desk ticket to [HELPDESK@TRIAFED.COM](mailto:HELPDESK@TRIAFED.COM) and a technician will reach out.*