

Directions for sending forms:

1) After filling out all the pertinent information for your form. Press the gray **Submit** button.

2) Select your email client:

Unless you use a personnel email account such as MSN's Hotmail or AOL use the 1st Option: **Desktop email application**

3) Send Data File:

If you want to print the form for your files before sending it, press **print** form and it will prompt your printer's interface to appear where you can print the form.

After printing, press **send data file**. An email message will appear with the correct email contact and all your information attached.

4) Press **send**, just like you would any email.