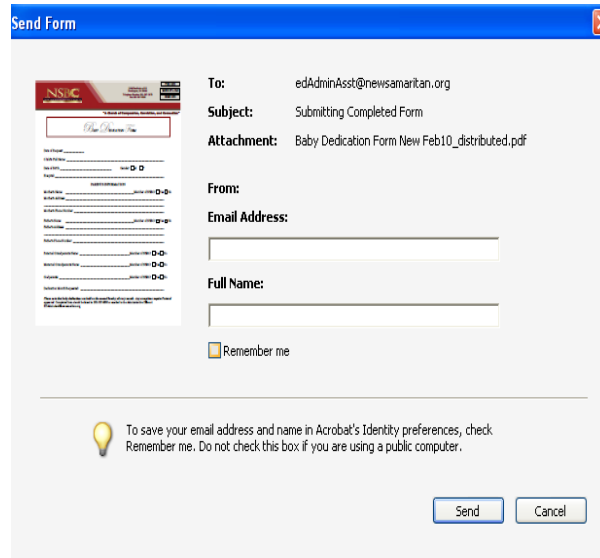
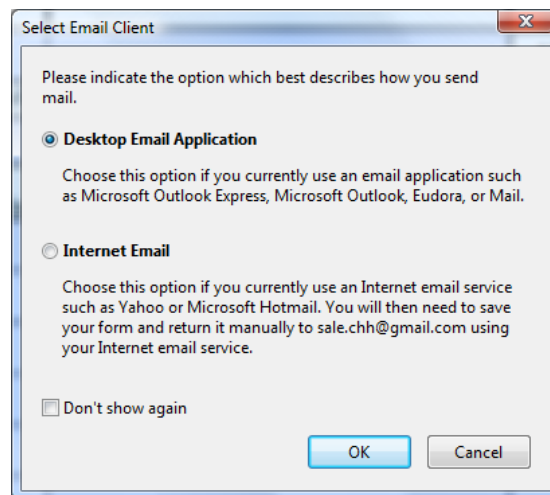


Instructions on Completing and Submitting Online Forms

- After you've filled in the PDF form, click on the "Submit by E-mail" button located at the top of the form. The following box pops up on your screen.



- Enter your email address and Full Name in the appropriate fields and then click the [SEND] button at the bottom. The window below will display on your screen next. Read it and make the most appropriate choice. Then click [OK]



- In the “**Select Email Client**” dialog box, select the option that best describes how you send email. You have the option to submit the form data with your preferred desktop email application or an internet email like Yahoo or Hotmail.

- **To submit a PDF form with a desktop email application:**

If you use Microsoft Outlook Express or Microsoft Outlook to manage your email, these programs automatically compose an email to EDAdminAsst@newsamaritan.org, attach your completed form and send it.

1. Click "Submit by E-mail" button on the PDF form.
2. In the Select Email Client dialog box, select Desktop Email Application; then click OK.
3. Your default email application displays a new email message with the To, Subject, Body, and Attachment fields automatically filled in.
4. Then click SEND on your email application.
5. Click Close in the Email Confirmation dialog box in Acrobat.

- **To submit a PDF form with a web-based email service:**

1. Select "Internet Email" if you are using a web-based email client like Hotmail, Yahoo, etc. Then click OK.
2. In the Sending the Data File dialog box, click Save Data File. Then choose a location on your computer to save the file; (*hint! Choose DESKTOP, later it will be easy to find the file when you need it. Whatever you choose, make a note of both where the file is going and the name of the file. The file extension is .pdf*) click Save.
3. Open a new browser window, log in to your web-based email service, and use your service to create a new blank email.
4. After saving the file, minimize the window containing the form, open another tab or window and open your email program such as Yahoo, Hotmail, Comcast.net, GMAIL or similar. Compose an email to, EDAdminAsst@newsamaritan.org. Put the completed form name in the Subject line, then click on the appropriate place in your email program to "ATTACH" a file. Browse your computer for the completed form you just saved using the note you made of where the saved file is (hopefully, your Desktop) and the name of the file, click on the located file to attach it, then click [SEND] to send the email.
5. If you want a copy of the filled-in form, click Print Form before submitting the form.