

EPMTA Electronic Forms Usage Guide

First, download a copy of the form using the following steps:

1. Point your web browser to the EPMTA web site at www.epmta.org
2. Click on the EPMTA Forms link
3. Right-click on the desired form
4. Choose Save Target As
5. Pick a location to save the form. Desktop or My Documents are the best for most people.
6. Give the form a unique name (adding the date to the name for example).
7. When the download completes, click on Open Folder.
8. Double-click on the form you just saved to open it in Microsoft Word.
9. Fill in the data entry fields (gray highlights). You may use the Tab key to move between the fields.
10. Print the form if desired.
11. Save the form and close Microsoft Word

Attach the form to an email and send to the chairman

1. Start your email program and write an email to the chairman
2. Attach the entry form by clicking on Insert...File Attachment
3. Click on Attach and click on Send to send your form.