

How to Complete and Submit Your Annual Report Electronically

These instructions apply only to those ministers not serving as pastors.

- a. Go to www.intermountaindistrict.org
- b. Select (left-click) the FORMS tab. A drop-down menu appears.
- c. Select DISTRICT. When that page opens, look toward the bottom of the page under the heading "Ministerial Credentials".
- d. Select the appropriate report
- e. Open the downloaded form (the form may open automatically, or you may need to double-click on it in order for it to open)
- f. **Complete the report** by filling-in the grayed areas. To move from one grayed area to the next, use the TAB key. Simply left-click to fill in the appropriate grayed boxes.
- g. **Sign the report** by typing in your initials in the grayed area by the word "Signed"
- h. **Save** the document to your computer being sure to note the file folder where you have saved it.
- i. **Open** your email and create a new email to Vanessa Harmon at the address noted above.
- j. **Attach** your completed report to the email. Locate the "attach" command on your email program and select. Then you will need to select the file folder where you saved your file (see "h" above) and open that folder. When you see your report file, select that file in order to attach it to the email.
- k. **Add a little note with your name!** Just a quick note like "Here's my report!" along with YOUR NAME will do just fine!
- l. **SEND your email** to vanessa@intermountaindistrict.org