Instructions for Filling out PDFs

Step 1

Install a free PDF reader on your computer or device, such as Adobe Reader (https://get.adobe.com/reader/).

Step 2

Download the PDF document from the email. Depending on your email service, you can click on the "Download" link or the PDF icon next to the document. The important thing is that you open the document in your PDF reading program, such as Adobe Reader.

Step 3

Fill in the necessary form fields on the PDF. The field for date will need to be in a date format (mm/did/yyyy), but a calendar will populate in your free PDF reader. All other fields in the form are text fields, so click once in text fields and type in any necessary information.

Step 4

Save the completed PDF form. Use the "File" menu to select the "Save a Copy" option. Choose a folder in which to save the completed form using the "Save In" menu. Type a name into the "File Name" field and click the "Save" button. Please include District Number/Group Name and Assembly Month and Year (for example: DCM Report Dist 20 March 2021).

Step 5

Go back to your email service and click once on the "Compose Mail" link. Type the Recording Secretary's email (secretarysia21@gmail.com) into the To field. Click once on the "Attach a File" link, and use the "Look In" menu to locate the folder to which you saved the completed PDF form. Click once on the file name and once on the "Open" button. Reference the district or group for which you are sending it in the subject line, and type any necessary message in the body of the email. Click once on the "Send" button when you are ready to send the email and completed form.