

## Editable PDF Form Instructions

### Save the Form

First off, *you must save the form* to a local drive in order to save everything you've filled in. You can do this either before or after you complete the form, but it's safest to do it first.

Right-click on the desired form and choose "Save Target As..." (Firefox users will choose "Save Link As..."). Save the form to your local drive.

### Fill Out the Form

The forms have two types of editable fields: textboxes and checkboxes. Complete them all where noted.

- There are two ways to navigate through the form:
  - Use the tab key (or shift + tab to go backwards).
  - Place your cursor in a textbox and click.
- Do not use the enter key.
- Save your changes.

### Sign the Form if Required

The election and financial reports require signatures.

- If you are printing out a form and faxing or mailing it in, you can sign with a pen.
- If you are going to e-mail the form, you can use a digital ID (electronic signature). Click on the signature field to open instructions for creating and using a digital ID.

### Submit the Completed Form

Once the form is completed, you may submit it to the ASRT using any of the following methods:

- Fax to 505-298-5063.
- E-mail to [governance@asrt.org](mailto:governance@asrt.org) as an attachment.
- Mail to:  
ASRT Governance Department  
15000 Central Ave. SE  
Albuquerque, NM 87123-3909

### Ask for Assistance

Please contact ASRT Governance if you have any trouble completing the forms. We are happy to help!

Phone: 800-444-2778, Press 5 or 505-298-4500

E-mail: [governance@asrt.org](mailto:governance@asrt.org)