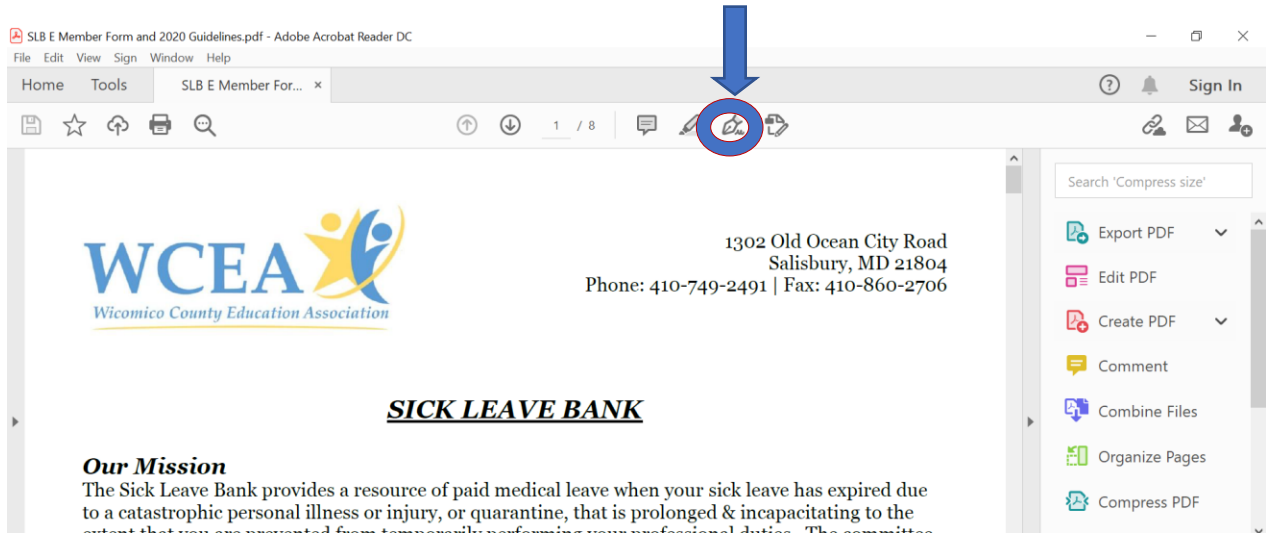


DIRECTIONS TO ELECTRONICALLY SIGN THE SLB FORM, SAVE TO DESKTOP AND RETURN TO WCEA.

Here are directions to sign the attached document electronically (this will only work on a computer, not on a phone).

1. After opening and reading the document, scroll to page 2 of the document.
2. At the top of the page you will notice the picture of a fountain pen – see blue circle on the right top side of the picture below.



3. Click on the fountain pen. It is the second icon from the right.
4. Click on 'add signature'.
5. **Type** the signature you would like to have.
6. Click 'apply'.
7. The signature will now "hover" on your screen.
8. Drag the signature to the signature line in the document.
9. Click on the line to 'set it down on the page'.
10. Go to the taskbar in the left-hand corner with the diskette icon – first icon, top left.
11. Click the diskette icon to save the file. Save it on your desktop.
12. Keep the same name for the file. **SLB Member Form and 2020 Guidelines**
13. Reopen your email. You may return the form to me by clicking the single arrow to "Reply" on my email. Click the paperclip to "Attach File".
14. In the dropdown box click "Browse this Computer" and click. In the left column of the box click "Desktop" and in the right column scroll to locate the **SLB Member Form and 2020 Guidelines**. Click on **SLB Member Form and 2020 Guidelines**.
15. Notice that the title of the document **SLB Member Form and 2020 Guidelines** now appears in the space "File name" near the bottom of the box.
16. Click "open" to attach the file to your email. Click send to Email your completed form to jsmith@mseanea.org