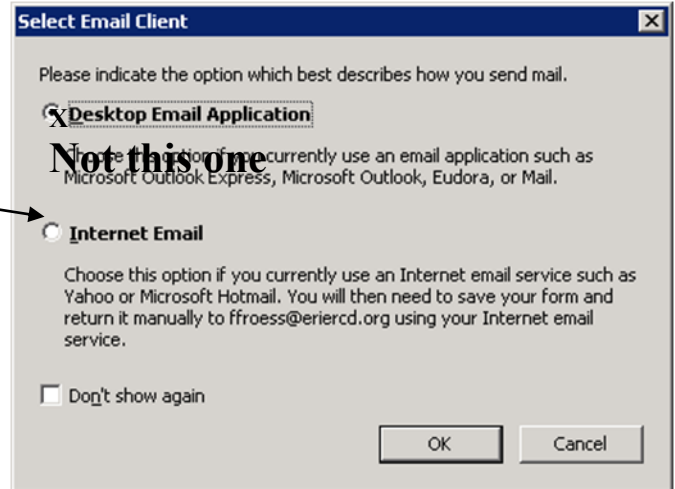


Instructions for Submitting Child Protection Annual Report Form Electronically

1. Click the **Submit Form** button which appears in or slightly below the purple bar.
2. Key your **Email address** and **Full Name** on the **Send Form**.
3. Click the **Send** button.

4. **Choose this delivery option**

- a. Put a dot next to **Internet Email** and click **OK**.
- b. The **[Send PDF As]** screen will appear.
- c. Use the **downward pointing triangle** to select **Desktop** from the **[Save In]** list.
- d. Click the **Save** button.
- e. Use your browser to open your email tool.
- f. Create a new email.
- g. Address it to kstreett@eriercd.org. The subject can read **“Submitting Completed Form”**
- h. Attach the pdf you saved to your desktop above and click **Send**.



Please print a copy for your records.

PLEASE NOTE - You will receive an email letting you know that your form has been received. If you do not receive this email within 48 hours, your form was not received and you will need to resend it.

Questions? Contact Karen Streett at

kstreett@eriercd.org

814-824-1222