

Completing Your Membership Renewal Form

It is easy to fill out (and send) this renewal form on your computer or tablet. If you would like to, but never had before, here are step by step tips to get it done.

- ✓ Retrieve the file from the website or from this attachment
- ✓ It will open in Adobe Reader, which has improved amazingly with its newer iterations.
- ✓ On the upper left side is a tab called “tools” – select tools and then select “Fill in & Sign.”
- ✓ Just type in the places indicated and check off the appropriate boxes for multiple choice responses. When you are done there is an icon in the center top of the program – it says create signature – hit it and follow the prompts.
- ✓ NOW – save your completed form (I strongly recommend making that some variation of your name so Marcia doesn’t have a lot of forms all with the same title). And hit the “Close” tab on the upper right hand side of the commands line.
- ✓ Go back to “tools” and select “share.” Send the document as an “attachment” to Marcia Evans at lexisgracewss@comcast.net Adobe will prompt you thru this action.

Paying for your Dues

Now you need to pay the dues. You have two choices – send a check to Marcia at the address on the form (or hand it to her at the Holiday Party on December 10th; OR email me at handart@sover.net and request a PayPal invoice. That will allow you to pay by credit or debit card. YOU DO NOT NEED TO HAVE A PAYPAL ACCOUNT TO RECEIVE AND PAY A PAYPAL INVOICE.

Have a terrific Holiday Season and hope to see everyone at the Holiday Party on December 10th.