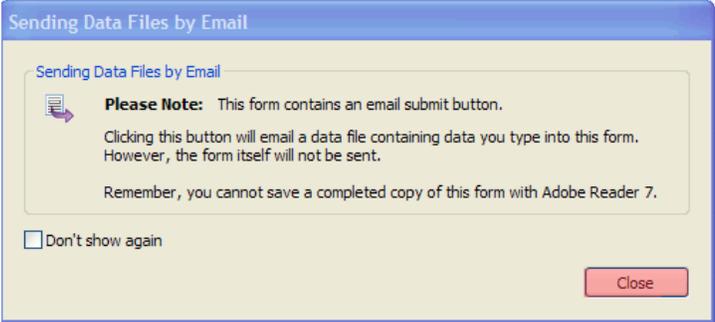
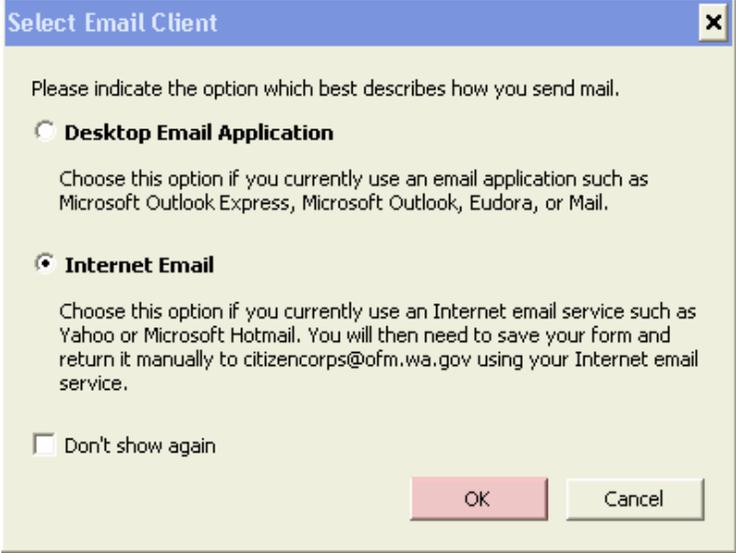


Instructions for Submitting the CERT Instructor Review Application using Web-based Email

Remember that you cannot save the completed form. You are given several opportunities to print the form.

<p>When you click on the first field, a notice may appear advising you that the form contains an Email submit button.</p> <p>Select the “Close” button</p>	
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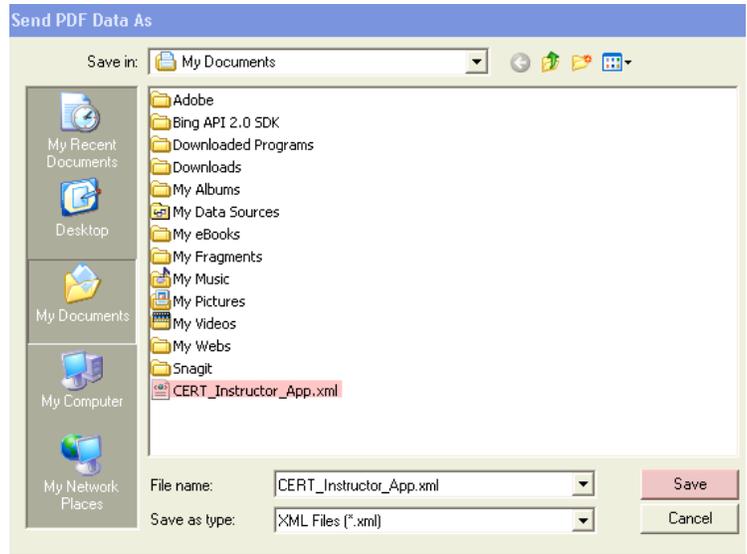
Proceed with completing the form.

<p>Remember to print the form if you wish to keep a copy of it.</p> <p>When you're ready to send the data, select the “Submit by Email” button located at the bottom of the form</p>	
<p>You may be prompted to select an Email Client.</p> <p>The following instructions are provided for persons who use a Web-based Email program such as Yahoo, Hotmail, GMail, Windows Live or Comcast.</p> <p>Remember that each Email program works differently so some of these steps may look or behave differently.</p> <p>Click OK.</p>	

Step 1:

You will see the **Send PDF Data As** window.

Save the file **“CERT_Instructor_App_data.xml”** in a location where you’ll be able to find it again. Do not change any part of the file name.



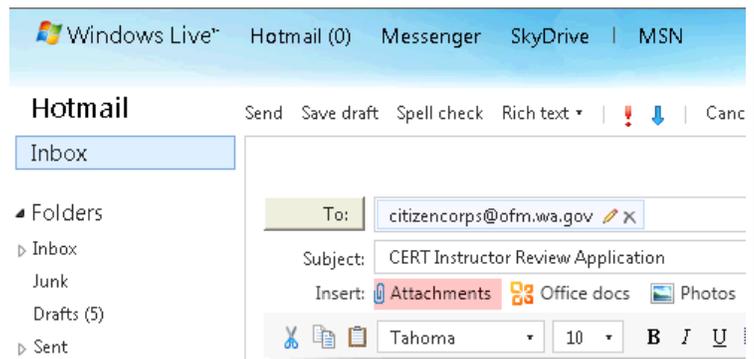
Step 2:

Open your Email Web page and compose a new message.

In the **“To”** box, type: **citizencorps@ofm.wa.gov**

In the **“Subject”** box, type **“CERT Instructor Review Application”** Do not add more text.

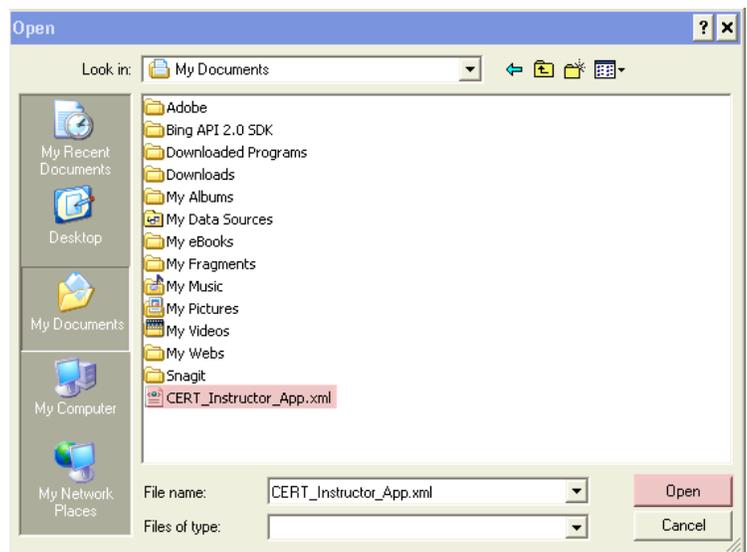
Select the **Attach Files** button or **Attachments**

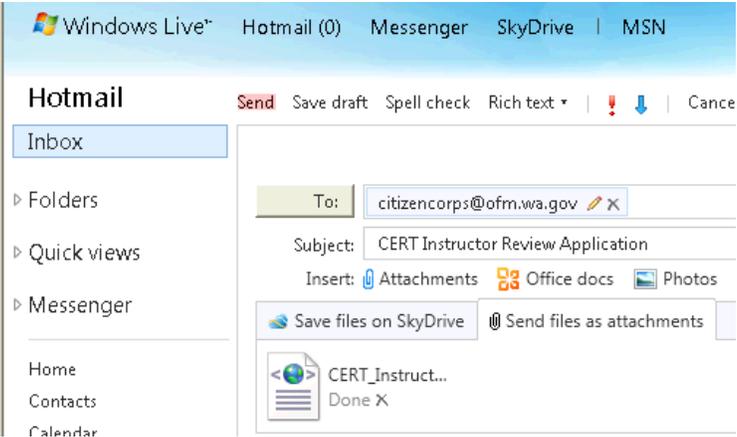
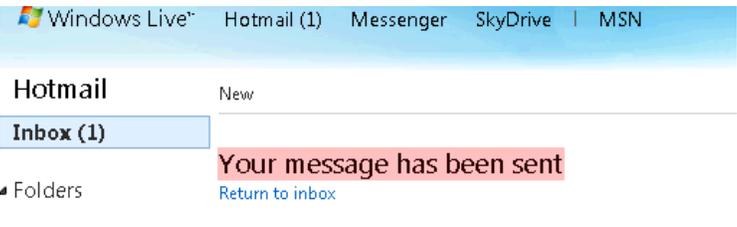
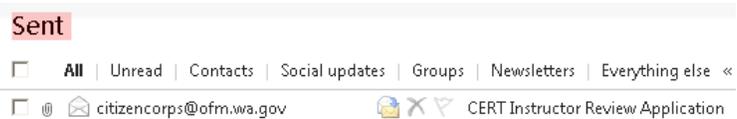


Navigate to the location where you saved the file.

Locate the file you saved earlier: **“CERT_Instructor_App_data.xml”**

Highlight file and click **Open**.



<p>You may see confirmation that the file was attached.</p> <p>Completed Email should look something like this:</p> <p>Select the “Send” button.</p>	 <p>The screenshot shows the Hotmail 'Compose' interface. At the top, there are navigation links for Windows Live, Hotmail (0), Messenger, SkyDrive, and MSN. Below this is the 'Hotmail' header with buttons for 'Send', 'Save draft', 'Spell check', 'Rich text', and 'Cancel'. On the left is a sidebar with 'Inbox' selected, and options for 'Folders', 'Quick views', and 'Messenger'. The main area shows the 'To:' field with 'citizencorps@ofm.wa.gov', the 'Subject:' field with 'CERT Instructor Review Application', and an 'Insert:' section with 'Attachments', 'Office docs', and 'Photos'. A 'Save files on SkyDrive' button is also visible. An attachment named 'CERT_Instruct...' is shown with a 'Done X' status.</p>
<p>You may see confirmation that the Email was sent.</p>	 <p>The screenshot shows the Hotmail 'Inbox' page. At the top, there are navigation links for Windows Live, Hotmail (1), Messenger, SkyDrive, and MSN. The 'Hotmail' header includes a 'New' button. The 'Inbox (1)' folder is selected in the sidebar. A large red banner across the center of the inbox reads 'Your message has been sent' with a 'Return to inbox' link below it.</p>
<p>A copy of the Email may be in your “Sent” mail folder</p>	 <p>The screenshot shows the Hotmail 'Sent' folder. At the top, there are navigation links for Windows Live, Hotmail (1), Messenger, SkyDrive, and MSN. The 'Hotmail' header includes a 'New' button. The 'Sent' folder is selected in the sidebar. Below the folder name, there are filters for 'All', 'Unread', 'Contacts', 'Social updates', 'Groups', 'Newsletters', and 'Everything else'. The email list shows one entry: 'citizencorps@ofm.wa.gov' with a subject line 'CERT Instructor Review Application'.</p>