

## Instructions for Completing Online MFSRC Registration Form

### Note the deadline dates on the form

The form is Microsoft Word formatted so you can fill in the blanks, save the form, print it and mail it to the registration county with your check. Please do not send as a separate e-mail attachment or Fax unless you have made prior arrangements with the registration county.

1. After you have the document open in MS Word, save it with a unique name somewhere you can find it on your hard drive.
2. Enter the appropriate data.
3. Move from field to field with the tab key and/or the mouse.
4. Click on the appropriate check boxes and a check will be inserted. If you check the wrong box, click again and the check will go away.
5. After you have completed the form, save it. Make sure you are using a unique name if you did not rename the document when you started.
6. Please print a copy to retain for your records to assist in answering questions.

The completed form(s) along with your check should be mailed to the address on the registration form.