EMB Photography Request Form Instructions

- 1. Open Form and save to your computer by selecting the floppy disk icon 🗒 on the top right side of screen
- 2. Fill-in the required information and obtain AO Digital Signature and CAN
- 3. Click on "Submit Form" button at the lower third of the form.
- 4. A new window will open asking how to send email:
 - a. Select Default email application (Microsoft Outlook)
 - b. Click on "Continue"

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emer	Send Email	×
	Send Using Default email application (Microsoft Outlook) O Use Webmail Select	
	Remember my choice Continue Cancel	

5. An email will open with EM Photography in the To: block

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The attached file is the filled-out form. Please open it to review the data.

- 6. Add any other information you deem necessary in the body of the email.
- 7. Send email.
- 8. A Photographer staff member will respond and coordinate your session.