Society of Risk Management Consultants

INSTRUCTIONS FOR ONLINE APPLICATION FOR MEMBERSHIP

Overview

The SRMC application uses features provided with Adobe Acrobat products. Some information may require the use of an additional sheet of paper to be attached to the application when returning it to SRMC.

Software Requirements

To view, complete and print the application, you'll need the freely available Adobe Reader software installed on your computer. This fill-in form is enabled with "document rights" which will allow you to save what you have filled in on your PC. Version 5.1 or later of Adobe Reader will be required.

Opening the Form

Your web browser may be configured with an Adobe Reader plug-in to automatically open the file within your browser's window upon download. To download the application directly to your computer's hard drive, right click on the **Application for Membership** title link on the main Membership Information Page, then select "Save Target/Link As..." from the menu and save the application. Use Adobe Reader to open the file. You may then complete the application and print it.

Fill-in forms with the ability to save locally will generate a dialog box when opened with Adobe Reader. If you are using Adobe Reader 5.1 or later, the dialog box will indicate that document rights have been applied to the PDF file and you can save the completed fill-in form. If you are using a version of Adobe Reader prior to Version 5.1, the dialog box will indicate that some features of the document will not operate and you will be prompted to obtain a newer version of Adobe Reader.

Completing the Form

When positioning the cursor on a fill-in area, the cursor will change appearance. The I-beam pointer allows you to type text. The hand pointer allows you to select a check box or the "Clear Form" button.

Enter the appropriate data in each field or box. To move from one field to the next, press the Tab key. You can also use your cursor to move from field to field. Place your cursor in the field you want to fill in, then left-click.

Some fields limit the maximum number of characters you can enter and may automatically advance to the next field.

For additional help with fill-in forms, see the Adobe Reader's online help information.