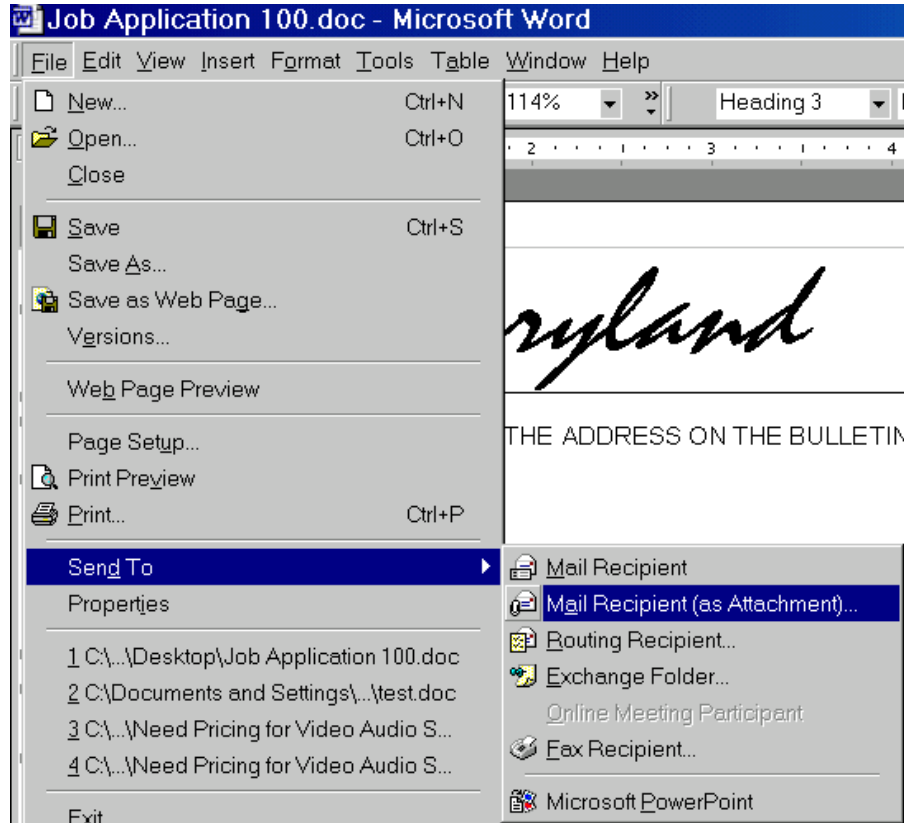


Electronic Form Submission Instructions

1. Save it on your computer and complete the form.
2. Then in Word go to File-Send To- Mail Recipient (as attachment)
3. Fill out the “To”: DLach@opd.state.md.us
4. Include all required form(s) and attachment(s) in the email.

An Example: Using the Word MS-100 Form:



What it looks like in Outlook: (Note please add any other needed forms to the email that are required for the submission).

