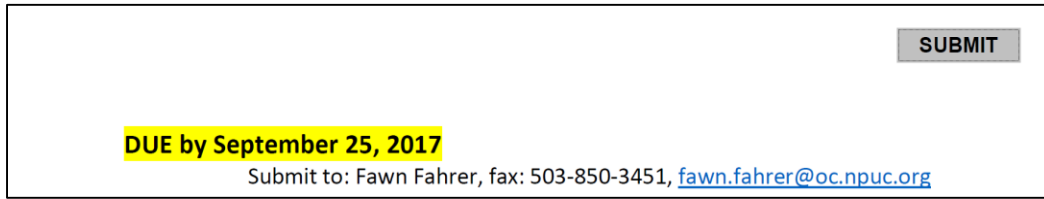
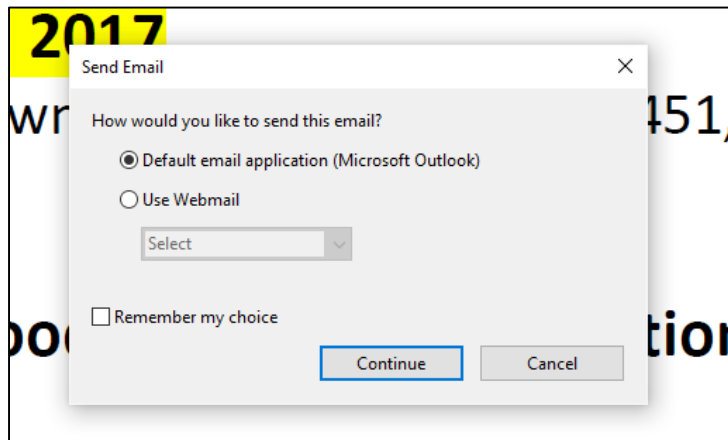


Digitally Submit Documents

1. Most required documents on <http://oceducation.org> have a **GREY** Submit button at the top of the first page.



2. Click it to Submit a documents directly to Fawn Fahrer. The box below will open once the Submit button is clicked.



3. You have 2 option either use the Default Email Application or choose to USE WEBMAIL which will open up Gmail or Yahoo. If you choose Gmail or yahoo a box will open allowing you to enter your email address. Once you have done this click OK then CONTINUE.
4. Your Gmail account will pop open. If not already logged in you will have to log in. The document will then appear in your DRAFT folder. Open it and click send.
5. Fawn will respond within 48 hours that I have received your email. If you do not hear from her please email or call making sure she received your document.

