

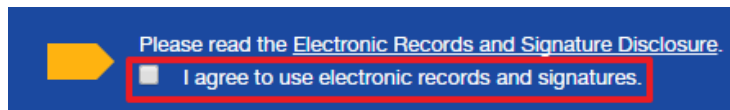
Step 1: Click on the electronic form link.

Step 2: If you are not signed in already, please sign in with your ASURITE and password for authentication.



The image shows the ASU Sign In page. At the top, it says "ASU Arizona State University" and "remember to change your password every 180 days". Below that, there is a "Password:" field with a link to "asu.edu/changepassword". The main heading is "Sign In". There are two input fields: "ASURITE User ID" with a link "Activate or request an ID" and "Password" with a link "Forgot ID / password?". Below the fields is a "Sign In" button and a checkbox labeled "Remember my user ID". At the bottom, there is a "Need Help?" section with contact information and links for "System Status", "ASU Home", "Copyright", "Acceptable Use", and "Privacy".

Step 3: If prompted, check the appropriate box to indicate that you agree to use electronic records and signatures. Click **Continue**.



The image shows a blue box with a yellow arrow pointing right. The text inside says "Please read the [Electronic Records and Signature Disclosure](#)." Below this text is a checkbox that is checked, with the text "I agree to use electronic records and signatures." next to it.

Step 4: Fill out the form and sign electronically. All required fields must be populated before the form can be submitted.

Step 5: If you wish to retain a copy of the form for your records, download or print the form (buttons located on top of form) prior to clicking Finish.



Step 6: Click **Finish**. Please note, the Finish button will only display once all required fields are populated. Your form will automatically be submitted to the appropriate department.

