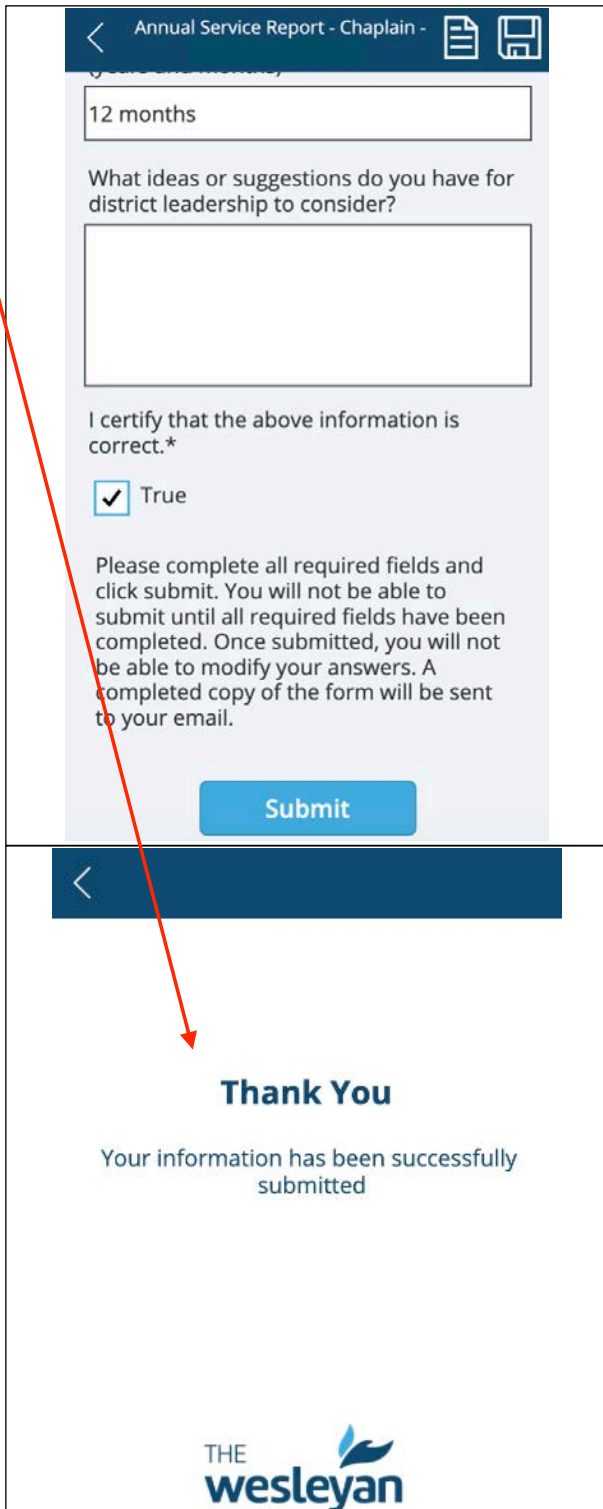


Printing My Report

Step 1

After you select the **Submit** button, you will see a **Thank You** screen. When the **Thank You** screen appears; a copy of your report is sent to your primary email account (the account where you received the email with your ASR/LCSR link). Go to your primary account email.

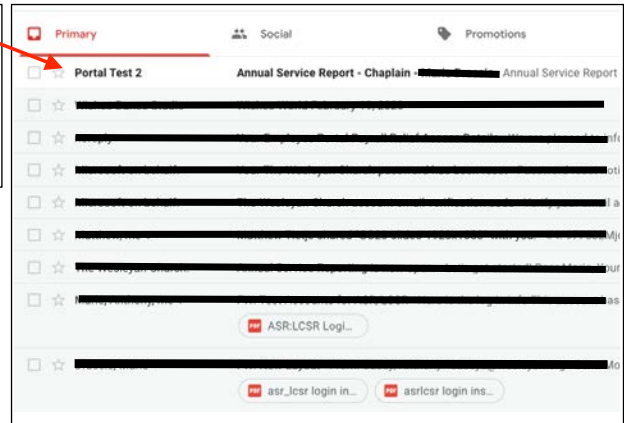


The image shows two screenshots from a mobile application. The top screenshot is the 'Annual Service Report - Chaplain' form. It features a dark blue header with a back arrow, a document icon, and a save icon. Below the header, there is a text input field containing '12 months'. A question asks for ideas or suggestions for district leadership, followed by a large empty text area. A certification statement reads 'I certify that the above information is correct.*' with a checked checkbox and the word 'True'. A detailed instruction block explains that all required fields must be completed before submission and that the report will be emailed. A blue 'Submit' button is at the bottom.

The bottom screenshot is the 'Thank You' screen. It has a dark blue header with a back arrow. The text 'Thank You' is centered in a large, bold font. Below it, the message 'Your information has been successfully submitted' is displayed. At the bottom, the logo for 'THE wesleyan' is shown, with 'THE' in a smaller font above 'wesleyan' and a blue leaf-like graphic to the right.

Step 2

You should see the email of your report in your inbox. (If you don't see it, make sure you check your spam folder.) Open the email.



Step 3

Somewhere in your email client there is a print feature. This particular client is Gmail, so the print icon is to the right of the title.

Here is a zoomed-in shot. Click **Print**.

