EMB Photography Request Form Instructions

1. Open Form and save to your computer by selecting the floppy disk icon 💾 on the top right side of screen
2. Fill-in the required information and obtain AO Digital Signature and CAN
3. Click on "Submit Form" button at the lower third of the form.
4. A new window will open asking how to send email:
   a. Select Default email application (Microsoft Outlook)
   b. Click on "Continue"
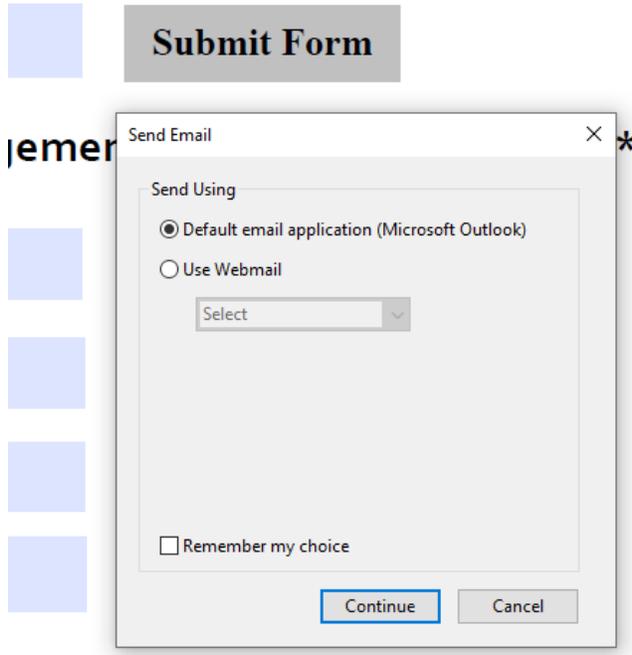
5. An email will open with EM Photography in the To: block
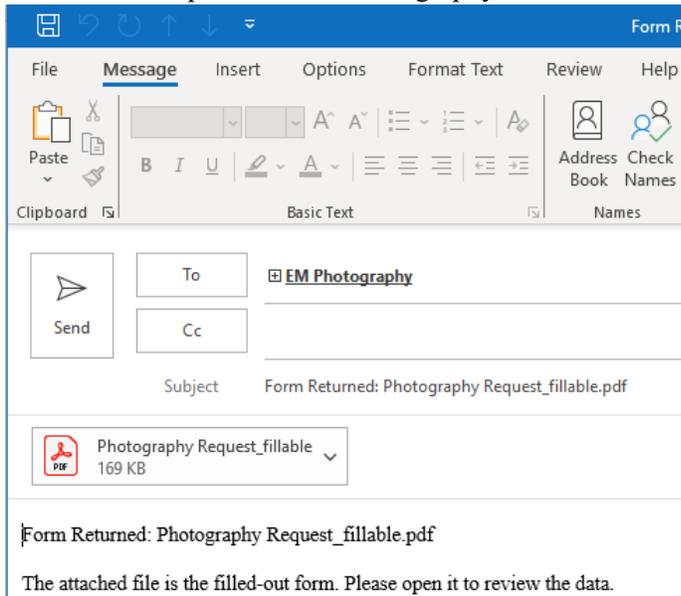
6. Add any other information you deem necessary in the body of the email.
7. Send email.
8. A Photographer staff member will respond and coordinate your session.