

CHANGE REQUEST FORM INSTRUCTIONS

To fill out the Change Request Form

1. Click on **Change Request Form**
2. In the dialog box that appears, click the **Save As** button
3. **Select a location** on your computer to save the form
4. Click the **Save** button
5. **Exit** the Website
6. Using Word, **go to the location** where you saved the form
7. **Select** the form
8. Click the **Open** button
9. Enter all applicable data
10. Select **Close** from the **File Menu**
11. Click **Yes** to save the form

To **E-Mail** the Change Request Form

1. **Create** an e-mail to jbocskowics@smithmgmt.com
2. **Attach** the Change Request Form to the e-mail

To **Mail** the Change Request Form

1. **Print** the Change Request Form
2. **Sign** the Change Request Form
3. Put it in a **stamped envelope** and mail it to:

The Smith Management Group
1630 Des Peres Road
Suite 210
Saint Louis, MO 63131

To **Fax** the Change Request Form

1. **Print** the Change Request Form
2. **Sign** the Change Request Form
3. **Fax** it to **(314) 842-7902**