

HOW TO FILL AND SUBMIT FORMS

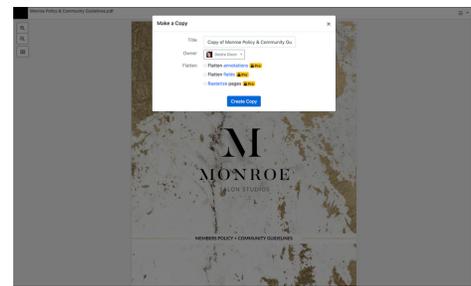
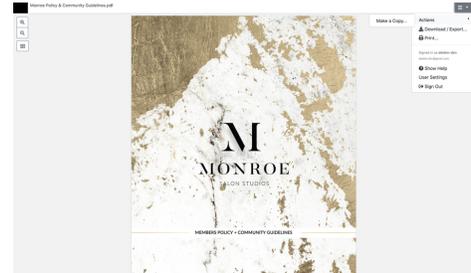
CREATE AN ACCOUNT

1. Create an account with DocuHub using your email address so that every document you complete will be submitted to your individual member file.
2. Confirm your account by clicking the email in your inbox
3. Access documents and forms and continue to next steps below

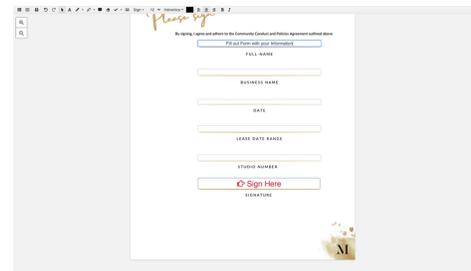
COMPLETE + SUBMIT FORMS

1. Carefully review the contents of the form you are completing.
2. Click menu options in top right corner and select MAKE A COPY
3. Click CREATE COPY
4. Now the COPY of that form will be ready for you to fill in your information, make selections, date and sign!
5. Once completed click menu options in the top right corner and click SEND > EMAIL ATTACHMENT.
6. Send this to SUPPORT@MONROESALONSTUDIOS.COM
7. SEND!
8. Our admin team will receive your completed form for us to process and you will receive a copy of your completed form for your records.

STEPS 1 -3 - REVIEW + COPY



STEP 4 - FILL + SIGN FORM



STEP 5-7 - SEND

