

User Instructions on "HOW to complete the membership form" for New Members

Step 1: Open and Complete the Form

1. Download the form from the link provided (or open it directly online).
2. Complete the form fields.
3. Ensure all required fields are filled out.

Step 2: Save the Form

After filling out the form, save it to your desktop:

On Windows or Mac: Click *File > Save As*, and choose a location on your computer (*e.g., Desktop or Documents*).

On Browser-based PDFs: Download the filled form by clicking the download icon and confirm the changes are saved. Name the file appropriately, e.g: *Your Name_Membership Form.pdf*.

Step 3: Attach and Send

1. Open your email app and compose a new message to: **membership@mhlet.org.au**
2. Attach the saved PDF file to the email.
3. Send the email.