

Fill out the Vendor Registration Form by entering the appropriate information in the fields displayed. Select the **|SUBMIT|** button at the bottom of the page.

SUBMIT

The **Select Email Client** window displays. Read it and make the most appropriate choice. Then select **|OK|**.

Select Email Client

Please indicate the option which best describes how you send mail.

Desktop Email Application

Choose this option if you currently use an email application such as Microsoft Outlook, Eudora, or Mail.

Internet Email

Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to OSCUIMAIL@NCUA.gov using your Internet email service.

Don't show again

OK Cancel

Note: If you are using an Internet email service such as Yahoo, Gmail, or Hotmail, you will then need to save your form and return it manually to VENDOR_REGISTRATION@NCUA.GOV using your Internet email service.

To submit a PDF form with a desktop email application:

If you use Microsoft Outlook Express or Microsoft Outlook to manage your email, these programs automatically compose an email to VENDOR_REGISTRATION@NCUA.GOV, attach your completed form and send it.

1. Select the **|SUBMIT|** button at the bottom of the PDF form.
2. In the Select Email Client dialog box, select Desktop Email Application; then select **|OK|**
3. Your default email application displays a new email message with the To, Subject, Body, and Attachment fields automatically filled in.
4. Then select **|SEND|** on your email application
5. Click Close in the Email Confirmation dialog box in Acrobat.

To submit a PDF form with a web-based email service (Yahoo, Gmail, Hotmail, etc.):

1. Select the **|SUBMIT|** button at the bottom of the PDF form.
2. In the Select Email Client dialog box, select Internet Email if you are using a web-based email client (Yahoo, Gmail, Hotmail, etc.). Then select **|OK|**.
3. In the Sending the Data File dialog box, select **|Save Data File|**. Then choose a location on your computer to save the file; (HINT: Choose DESKTOP, later it will be easy to find the file when you need it. Make a note of both where the file is going and the name of the file. The file extension is .pdf) select **|Save|**.
4. Open a new browser window, log in to your web-based email service, and use your service to create a new blank email.
5. After saving the file, minimize the window containing the form, open another tab or window and open your email program such as Yahoo, Gmail, Hotmail or smiliar.
6. Compose an email to: VENDOR_REGISTRATION@NCUA.GOV. Put the completed form name ("Vendor Registration Form") in the subject line, then click on the appropriate place in your email program to "ATTACH" a file. Browse your computer for the completed form that was saved in Step 3. Click on the located field to attach it, then select **|SAVE|** to send the email.

If you need a copy of the filled-in form, select **Print** before submitting the form.