<u>Procedure for Adding e-Memorial Form to Trusted List of Adobe Reader</u>

Before you can use the enhanced e-Memorial Form and/or the e-Memorial Form (Data Import) [collectively referred to as "e-Memorial Form"] the first time, you are required to add the e-Memorial Form to the trusted list of Adobe Reader by following the steps below:

<u>Step 1</u>:

Before use, save the e-Memorial Form under any name at any location in your workstation. For easy retrieval, it is recommended that you save all the e-Memorial Form files in a single folder/sub-folder of a particular drive (e.g., save the file named "e-Memorial Form LR152A.pdf" in a folder named "Registration" in Drive C: of your workstation).

<u>Step 2:</u>

Open the e-Memorial Form and select "Edit" > "Preferences" from the menu bar (**<u>Screen 1</u>**).
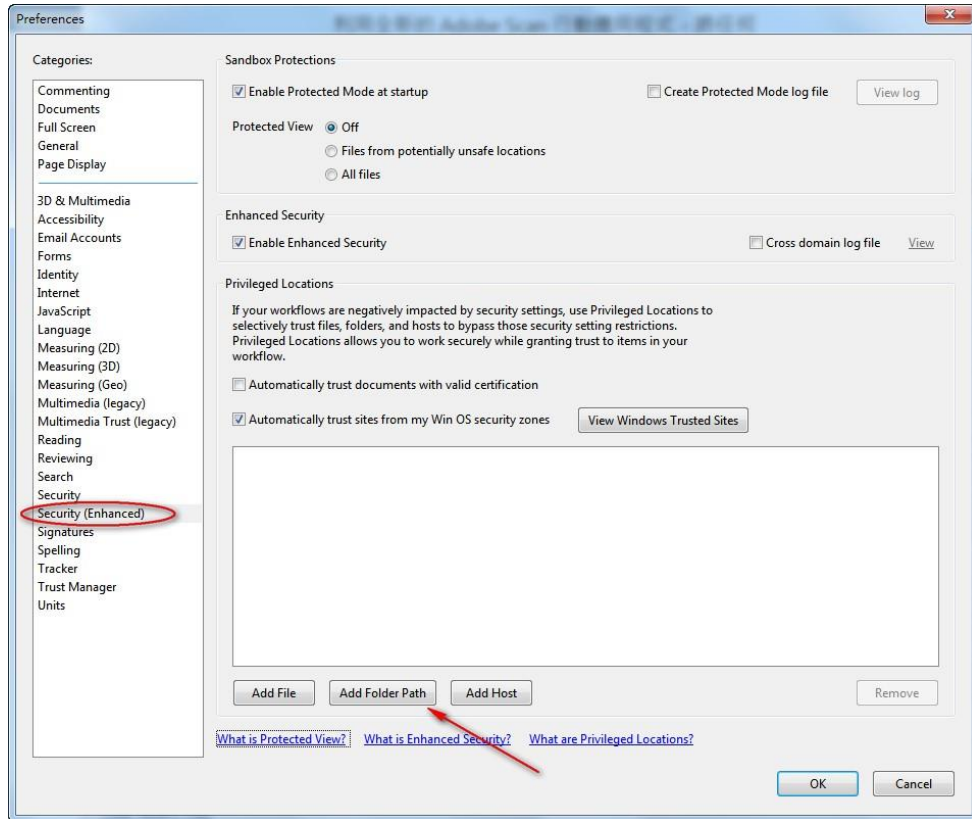
<u>Screen 1</u>
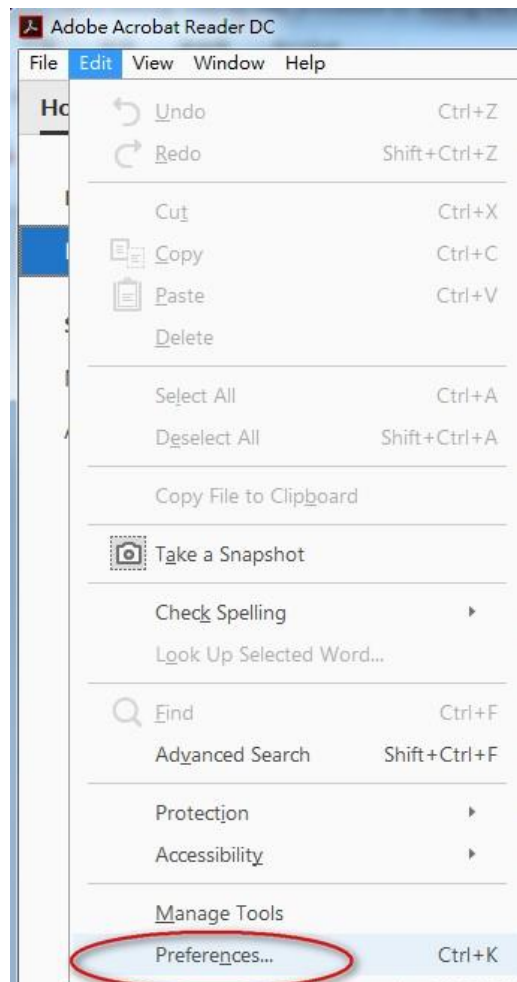
Step 3 :

Select "Security (Enhanced)" from "Categories" on the left, then select the "Add Folder Path" option (**Screen 2**).
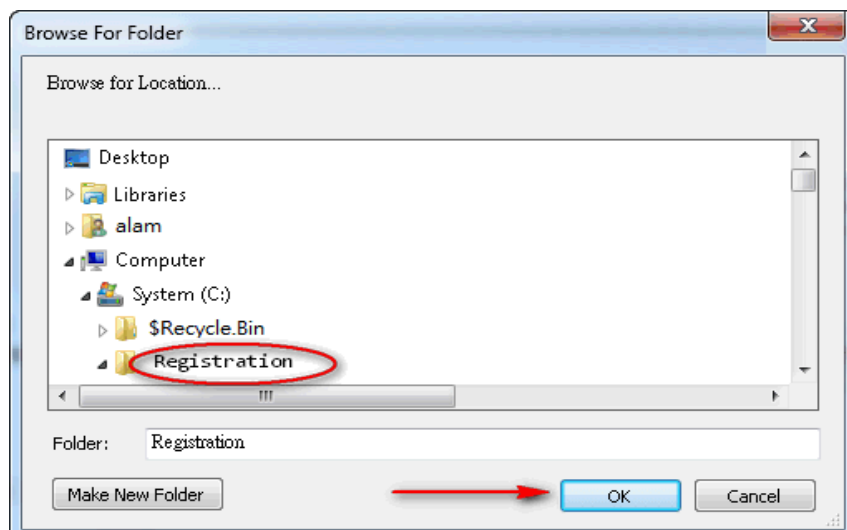
<u>**Screen 2**</u>

Step 4 :

Select the drive and folder [including all sub-folder(s)] containing the e-Memorial Form from the location shown on the dialogue box (**Screen 3**) and click "Confirm".

<u>**Screen 3**</u>

The drive and folder [including sub-folder(s)] containing the e-Memorial Form (e.g., "C:\Registration\") would be automatically added to the trusted list (privileged locations) of Adobe Reader (**Screen 4**). Click "OK" to go back to the e-Memorial Form input screen.

Screen 4