Instructions for Using Microsoft One Drive to Complete Client Paperwork

1. Go to <https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage>
2. Click “Sign up for Free”
3. Create a FREE account.
4. Log into your One Drive Account to make sure it has been set-up properly
5. If on computer web browser:
   1. Go to <http://www.enochministries.com/forms/>
   2. Click the appropriate form button, which will open the form in a new tab.
   3. Click the form on the new tab, which will open the fillable form.
   4. Complete the form.
   5. Save the form to your computer.
   6. Email the form to [enochministries2003@gmail.com](mailto:enochministries2003@gmail.com) OR upload the form to your client portal.
6. If on a mobile device:
   1. Download OneDrive app.
   2. Log in to OneDrive app on mobile device.
   3. Go to <http://www.enochministries.com/forms/>
   4. Click the appropriate form button, which will open the form in a new tab.
   5. Click on the form in the new tab, which will download the form to your device and will open the form on your device.
   6. Click the pencil “edit” icon at the bottom right of the form.
   7. Choose “Edit file with OneDrive PDF Viewer”
   8. Complete form.
   9. Triple-tap form.
   10. Click blue pencil icon in bottom right corner.
   11. Choose “done” in top right corner to save your changes.
   12. Triple-tap form. Click three vertical dots in upper right corner.
   13. Select “Print”
   14. Change drop-down selection for printer to “Save as PDF”
   15. Click yellow “PDF” download button.
   16. Choose device folder in which to save document (usually, “my documents”).
   17. Attach PDF form to an email to [enochministires2003@gmail.com](mailto:enochministires2003@gmail.com) OR send via your client portal.
7. To attach mobile-save files to email:
   1. Open email and create a new email.
   2. Select “attach file”
   3. Click the three vertical lines in the top left corner to open the “Open from” pop-up
   4. Select “Downloads”
   5. Select the file(s) you would like to attach.
   6. Ensure “to” and subject lines are completed with your information.
   7. Send.