



## Completing Your Membership Renewal Application and Using Email to Send Your Completed Application(s)

It is important that you complete **ALL** of the information requested on the membership application form including, where applicable, the information about your training.

If you elect to submit your membership application by filling in the appropriate form(s) and sending the completed form(s) by email to the Society, *it is essential that you save the filled-in PDF file with a different filename than the original filename of the file you downloaded.*

For example, if you have downloaded the file

AMICanada\_MembershipForm\_2020.pdf

and have filled in the form with your information, you must save the file with a different filename that will **include your full name** such as:

AnneSmith\_AMICanada\_MembershipForm\_2020.pdf

This is necessary to ensure that the file returned to AMI (Canada) will not be confused or mistaken with the original, blank, fillable PDF file downloaded from the AMI (Canada) website.