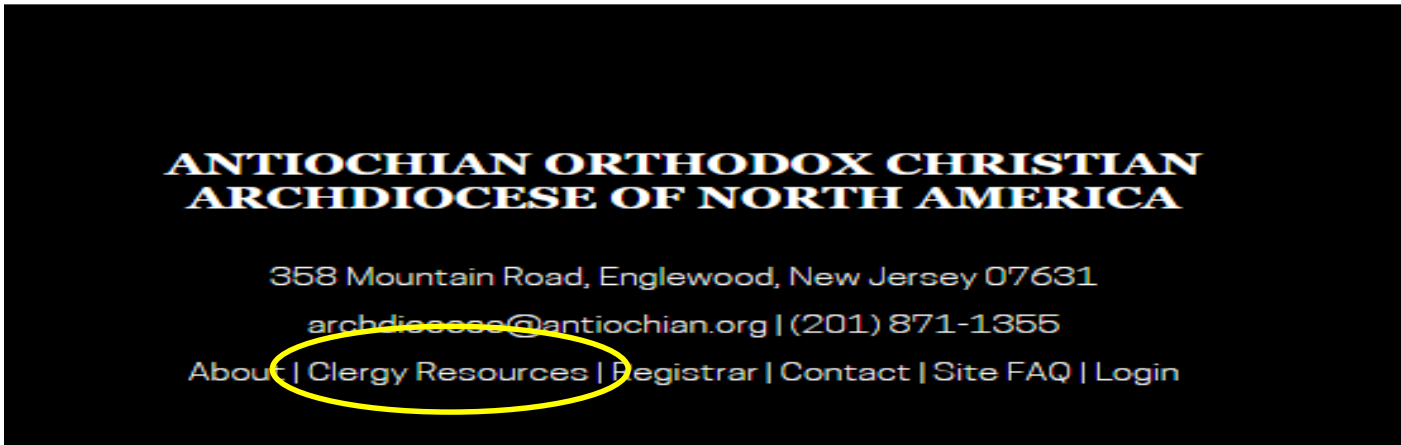


Here are the instructions for Records of Sacraments:

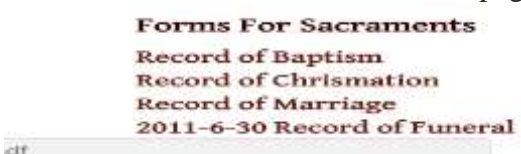
1. Go to [antiochian.org](http://antiochian.org) and scroll down to the bottom of page and click on Clergy Resources



2. This will bring you to the Registrar's main page



3. scroll toward the bottom of the page and click on the sacrament form you need



4. Click on the Record you need and follow these instructions:
  - a) Download the form and save on your computer for future use as the Master.
  - b) Open the file you saved in Adobe Acrobat and begin entering the information requested.
  - c) Click on the Signature box and enter the password for your electronic signature.
  - d) If you don't have one, create one by following these instructions:
    - a. Click inside the signature box and the following box will appear.

b. Select **A new digital ID** and click Next.

Birth [ ] City [ ] Full Name [ ] Full Maiden [ ] Mail Bapt [ ] Sponsor [ ]

For Sponsor or witness\* [ ]

FOR ADMINISTRATIVE USE ONLY

Check Number [ ] Check Amount [ ]

Cancel < Back Next >

c. Click Next again.

Birth [ ] City [ ] Full Name [ ] Full Maiden [ ] Mail Bapt [ ] Sponsor [ ]

For Sponsor or witness\* [ ]

FOR ADMINISTRATIVE USE ONLY

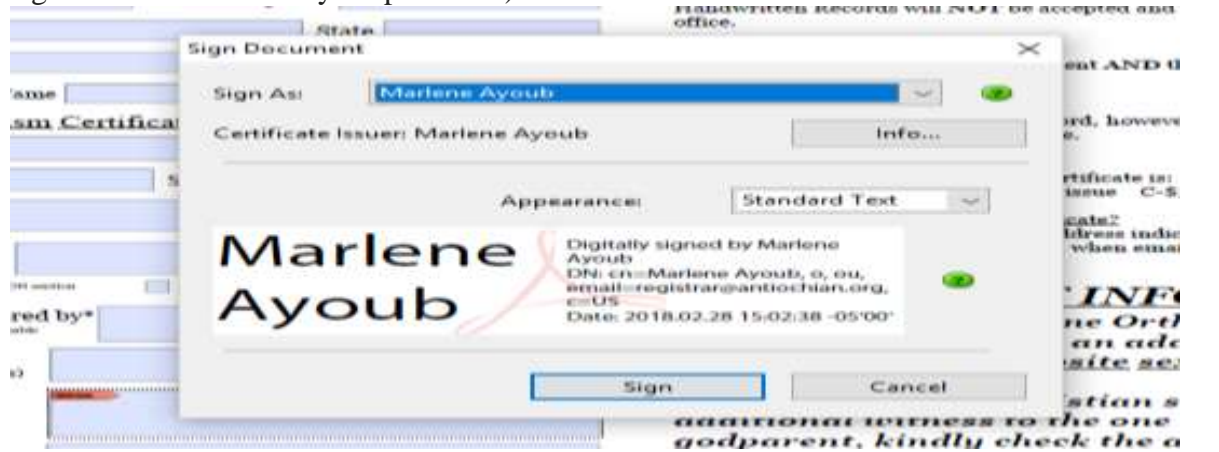
Check Number [ ] Check Amount [ ]

Cancel < Back Next >

d. Enter your name information here.

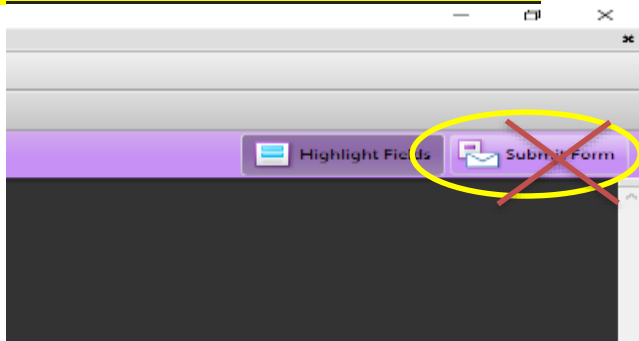


e. Click sign and create a password (next time you complete a new record, just click inside the signature box and enter your password).



e) Save the form again but with a different name than the first one downloaded (i.e. as the person's name).

**f) DO NOT CLICK ON SUMBIT FORM**



g)

h) Email this form (with the saved information) to me at [registrar@antiochian.org](mailto:registrar@antiochian.org).

i) Mail check with a note as to whom it's for (or a copy of the record).

Please don't hesitate to contact me with further questions or concerns.

In Christ,  
Marlene Ayoub  
Registrar(201) 871-1355