


Information that may be helpful in using the fillable PDF for Dues

1. Go to the Poughkeepsie AAUW website <https://poughkeepsie-ny.aauw.net>. On the home page you will see the link to become a member or renew your membership.

2. Scroll down and click on the link to the form and profile - **2024 Membership Form and Profile**

3. Using a Mac computer or iPad

a. Using an iPad you must select the download icon  and select Acrobat Reader to save the document.

b. You must see blue boxes to be able type on the document.

c. Type your information in these boxes

d. When you finish typing in your information on **both pages** - just close the window and it will save automatically with the same name.

e. Open your email to compose a message and click on the paper clip symbol and select “attach a file,” next choose file and your form should be there for you to select.

f. Send email to Katherine Friedman membership.treasurer.aauw.poug@gmail.com

4. Using a PC computer or android tablet

(First follow steps 1 and 2 above)

a. On a PC the document should open in Acrobat Reader with the blue boxes but if not you will need to also select Open in Acrobat Reader.

b. Type your information in the blue boxes on the form- **both pages**.

c. To save it – select File, Save As and the place you want it saved.

d. Open your email to compose a message, select the same paper clip and select the file from the folder you saved it in

e. Send email to Katherine Friedman membership.treasurer.aauw.poug@gmail.com

5. **You may also choose** to just open the document and type in your information, print it and mail to Katherine Friedman by regular US Mail to 118 Kingwood Park, Poughkeepsie, NY 12601

6. **You can just print the document** as is and write in your information and mail it to Kathy by US Mail, 118 Kingwood Park, Poughkeepsie, NY 12601