

## Instructions for Submitting Online Training Application

### Users with Desktop Email Applications

If you have a desktop email application, clicking the 'Submit by email' button will open the email application and the program will generate a new email message and automatically address the e-mail to [Reginbox@ph.lacounty.gov](mailto:Reginbox@ph.lacounty.gov). The application is automatically attached as an XML file is and the subject line of the email will be automatically contain "OnlineRegistrationForm1-10.xml." Press the send button and the email will be sent. If you want a copy of the application you will have to hit the print button and print it out.

**Note:** some desktop email applications may not function as stated above. In this case please save the application form to your desktop; open your email program and address a new email to: [Reginbox@ph.lacounty.gov](mailto:Reginbox@ph.lacounty.gov); attach the saved application file to the email; and send the email. Please note the application will be saved as an XML data file. Users with Acrobat Professional will be able to save the application as a PDF file which can be attached to the email.

### Users with Internet Email

If you do not have a desktop email application, a dialogue box will appear asking you to "Please indicate the option which best describes how you send mail." You will see two options: 1) Desktop email Application and 2) Internet email.

Choose the 'Internet e-mail' option. A dialogue box will prompt you to save a copy of the Application as an XML data file. You will need to connect to the internet with your internet browser. Once the you log onto the internet email you will compose an e-mail and attach the XML file to the e-mail. You will need to address the e-mail to [Reginbox@ph.lacounty.gov](mailto:Reginbox@ph.lacounty.gov) in the 'To:' field. Please note the application will be saved as an XML data file. Users with Acrobat Professional will be able to save the application as a PDF file which can be attached to the email.