



EMERGENCY REGISTRATION APPLICATION

Instructions for Completing the Form Online

PLEASE TAKE THE TIME TO READ THESE INSTRUCTIONS BEFORE ATTEMPTING TO FILL OUT THE FORM ONLINE.

COMPLETING THE FORM

Once you have opened the form by clicking on the Continue to Application button at the top of this page, click the Highlight Fields option on the Adobe menu bar in top right-hand corner.



Once you have clicked Highlight Fields, all the fields in the application will be highlighted with a blue background.

Submit Form

1000-1661 PORTAGE AVENUE WINNIPEG, MANITOBA R3J 3T7
TEL: (204) 774-4344 FAX: (204) 774-0750
E-MAIL: emergencyregistration@cpsm.mb.ca

MANITOBA MEDICAL REGISTER APPLICATION
REGISTRATION IN CRITICAL EMERGENCY SITUATION

Name

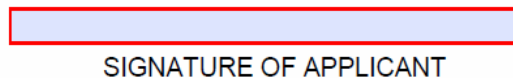
If legal change of name, please indicate

Present Mailing Address

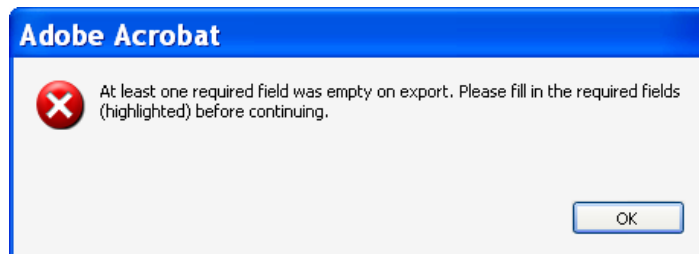
E-Mail Address

Telephone Number Cell Number

Provide as much information as possible on the application. There are mandatory fields that you must fill in before you can submit the application back to the College. Those fields will be outlined in Red (see example below).



If, when you attempt to submit the application, you get this message:
Click OK, and go back to the form. Scroll through and check all the fields outlined in red like the “Signature of Applicant” box shown above. Make sure all those fields are filled in.



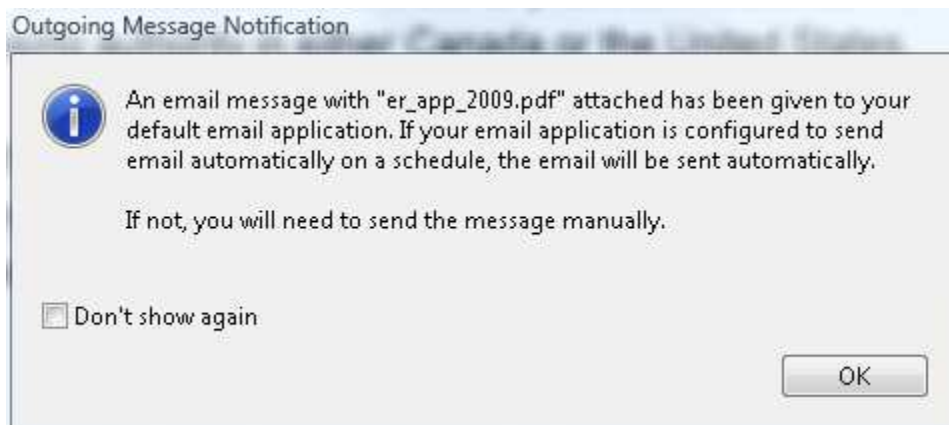
You will still be allowed to save the document, even if there are mandatory fields that have not been filled in. Please double-check to make sure you have completed all of the mandatory fields. ***Sending in an incomplete form will delay registration***

RETURNING THE FORM TO THE COLLEGE:

Use the Submit Form button. Clicking on the Submit Form button should send the application back to the College. Click on the button once. Depending on how your system is configured, the initial message you will get will ask you to indicate how you send email. For users who have Outlook, or Outlook express , Eudora or Mail as their email applications, select “Desktop Email Application



Once you click OK you may get this message.



Click OK, then check the “Sent Items” in your email program (Outlook, Outlook Express) to confirm that the email actually was sent.

OR


Your system may open a new email message with the To, From, Subject and Attachment already filled in. Click Send to send the message.

If it did not send the application, or if you selected “Internet Mail” or “Other” instead of “Desktop Email Application”, you will have to send it manually. Complete the steps under the heading of Sending the Form Manually, see below.

SENDING THE FORM MANUALLY:

1. Click on the Save icon on the Adobe tool bar in your browser window:



2. Save the form on your computer where you can easily find it (My Documents or Desktop are easy to find)
3. Go to your email client and open a new email message.
4. In the To: field type emergencyReg@cpsm.mb.ca
5. In the Subject field type: Emergency Application Form
6. In the body of the message type your full name.
7. Click the attachment icon (this usually looks like a small paperclip) 
8. In the "Insert File" or "Insert Attachment" box, go to the place on your computer where you saved the PDF file (MyDocuments or Desktop)
9. Click on the er_app_2009.pdf file saved there and then click on "Insert"
10. The PDF file is now attached to the email message, click Send.
11. As above, you can confirm that the email was sent by looking in your "Sent Items" box.