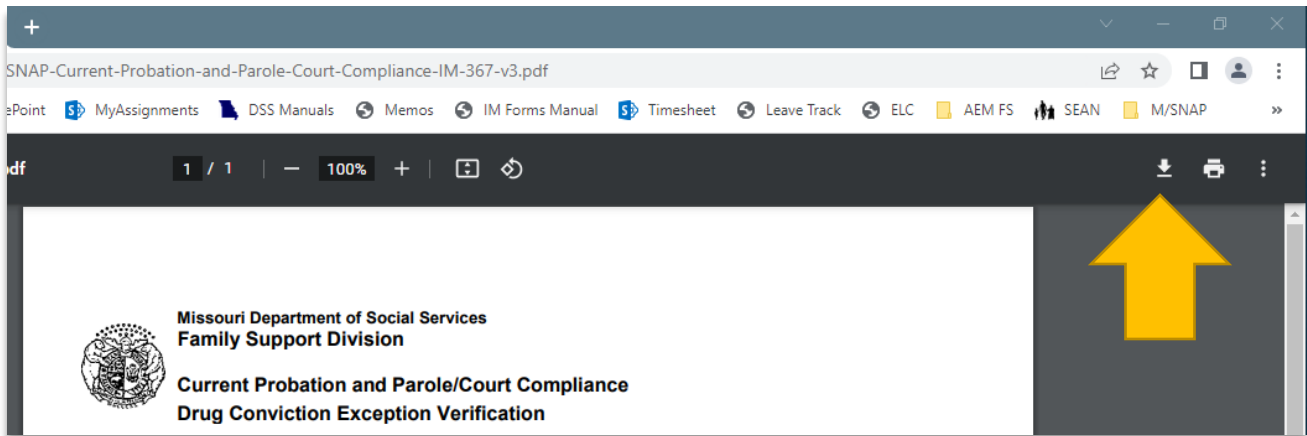


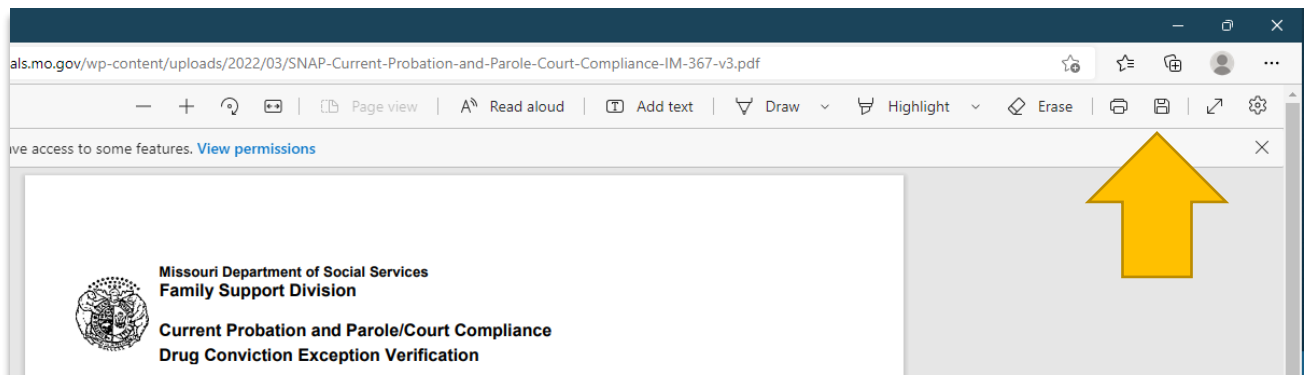
IM-367/IM-368 Instructions Document

To function properly, the [IM-367/IM-368](#) must be opened in Adobe.

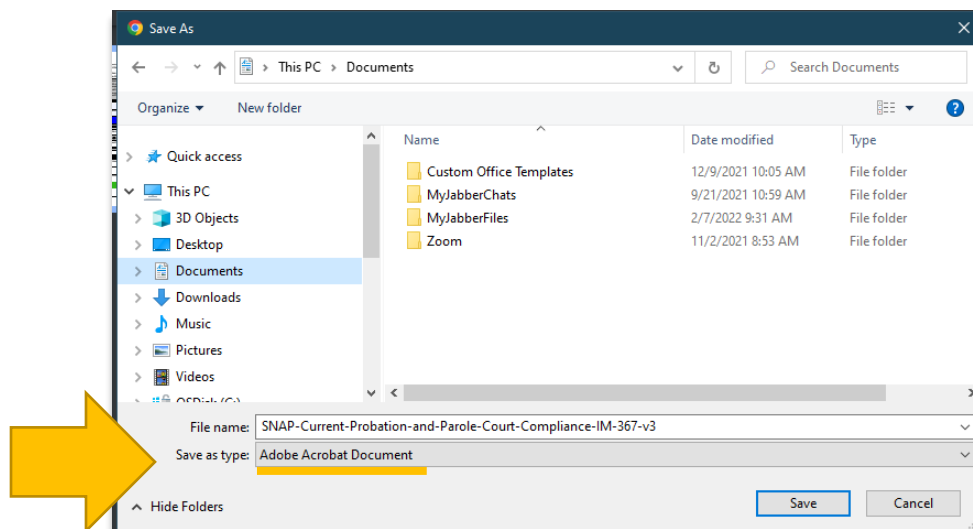
- Using Google Chrome, you will click the download button on the top right of the browser window:



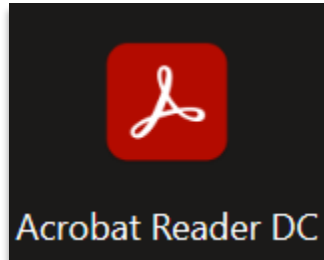
- Using Microsoft Edge, you will click the save button on the top right of the browser window:



- Save the document to your computer (making sure to save it as an Adobe Acrobat Document)



- Open Adobe Acrobat
 - Open the saved form



- Once opened in Adobe:
 - Follow the instructions at the top of the form to fill in the “Participant Information:” section

To send the form:

- For the IM-367:
 - Click Email to Probation and Parole, as indicated on the form

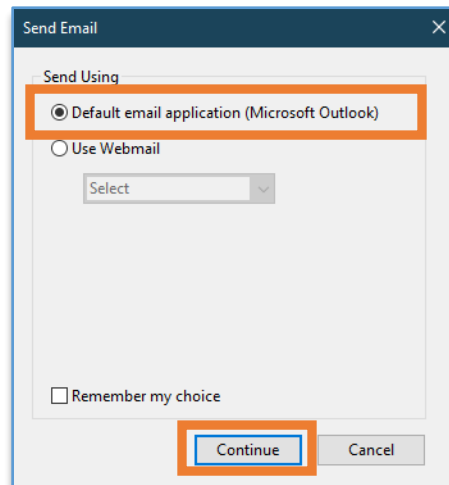
Email Probation and Parole

- For the IM-368:
 - Click Submit to DOC, as indicated on the form

Submit to DOC

- Click Ok on the warning dialog box(s):
 - The IM-367 has 2 warnings
 - Click okay after double checking your entries for accuracy.
 - Then click okay to confirm that you want to email the form to Probation and Parole.
 - The IM-368 has 1 warning
 - Click okay to confirm that you want to submit the form to DOC (MO Board of Parole).
 - **Note:** The entries made in the participant information section will become read only and cannot be edited. If you need to make corrections once you have clicked okay, you will need to close out of the form and reopen a new version.

- A Send Email Dialogue Box will open:
 - Be sure Default email application (Microsoft Outlook) is selected
 - Click Continue



- Once you click continue, your email will open. The email address will already be entered; and you are ready to send the form.

