

How To Personalize Your eARF

1. Open the 'eARF' template.
2. Type in your name and position. You can also pre-fill any other fields that are standard for you.
3. Then save and rename your eARF using 'Save As' and with the 'Save As Type' as '*Document Template*' rather than as '*Word Document*'.
4. Close your eARF after saving.
5. Now, whenever you open your customized eARF, you will get a fresh document pre-filled with the information you had entered.
6. If there are grayed pre-filled fields that you don't want, then highlight the field and backspace to clear it.

Note: You may electronically name and save each client's eARF when you've completed it. Then when that client's authorization request is again due, simply open that file, make any needed changes, and you're done! There's no need to redo the entire form!