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WOST Application/Agreement Instructions
Season: 2018-2019

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Please follow the instructions below to properly fill out form

1. Need ADOBE READER (**We recommend you install the latest version of Adobe Reade**r). If you have ADOBE READER and are having trouble filling in the form please update to the latest reader OR reinstall ADOBE READER.
   a. It is a free install.
   b. Go to Adobe site to install the latest Adobe Reader.
      OR
   c. Go to google and search for "Adobe Reader". Then select the result that is the adobe site.

2. Filling out the form:
   a. Follow the instruction on the form…Fill out all fields to the best of your knowledge.
   b. When the form is filled out and signed please click the email button. This will ensure which email address your application will go to. Please see instructions on application itself to determine which email you should send this application to if you would prefer to save and attach application yourself (NORTH, CENTRAL, SOUTH) (see **Email Instructions** on **page 3**)
   c. Due to security limitations you may be required to mail in other information that can NOT be sent via email. (ie Drivers License Info)

NOTE: You may use a phone/tablet. You will still need to install Adobe Reader from the available app stores based on phone/tablet type. If you want to fill out application with these devices using Adobe Reader please share the completed application to your email app so the application pdf does NOT become flattened/ un-editable. Also, you will have to email the application manually (email button may not work) so you will need to appropriate address which you can get the the application or email instructions below. See Troubleshooting for issues.

Troubleshooting Issues

1. If you are having trouble emailing the form using the Form's button.
    a. Save a copy of the filled out signed form to your machine (If you haven't already - Users may have filled out from a file on their machine if they didn't use the browser)
    b. Go into your mail account and create an email manually.
    c. Copy the appropriate address from the WOST Application Instructions on WOST Application.
    d. Paste it in the TO box of your email form
    e. Attach the signed/saved copy
    f. Send it manually.

2. If you would like to use a Phone/Tablet you may but you will have to create the email manually. You will need to install ADOBE READER from the available stores based on phone type. You will need to share the filled out application to your email app so it remains functional and NOT a flattened/un-editable pdf.

Emailing WOST Application Additional Instructions

Please follow the instructions below to email the completed form

1. To email the completed form please click the email button of the appropriate region to which you are applying: Based on Preference selection the email will go to the appropriate region.
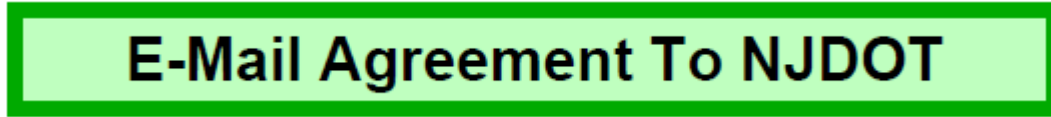
E-Mail Agreement To NJDOT Ba

North Region WOST Coordinator
973-601-6771

Submit to Region North

Central Region WOST Coordinator
732-625-4342

Submit to Region Central
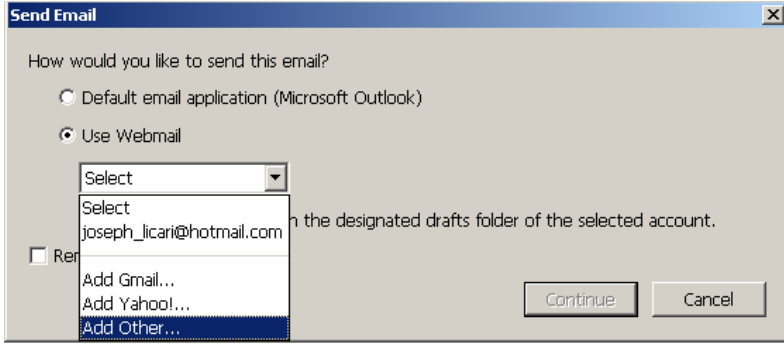
South Region WOST Coordinator
856-486-6606

Submit to Region South

North Region WOST Coordinator
SnowVolunteers.North@dot.nj.gov
Central Region WOST Coordinator
SnowVolunteers.Central@dot.nj.gov
South Region WOST Coordinator
SnowVolunteers.South@dot.nj.gov

2. This will bring up the email dialog box:

Send Email

How would you like to send this email?

⦿ Default email application (Microsoft Outlook)

◯ Use Webmail

Select

☐ Remember my choice

Continue   Cancel
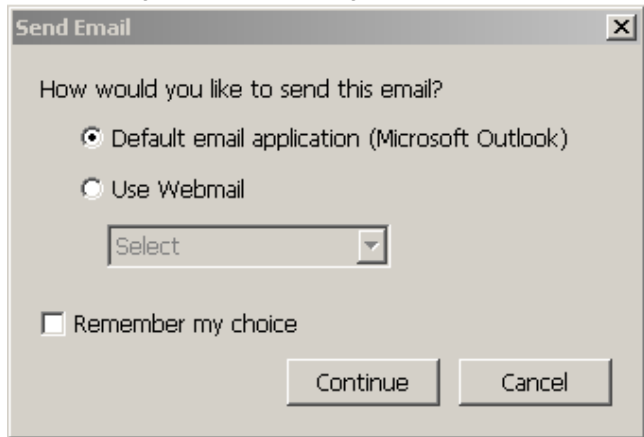
3. If your machine is set up with OUTLOOK use outlook as you method for emailing the form.
4. You can also use Webmail (Hotmail, Google, and Yahoo) to send your email.
   a. Google and Yahoo are already set up BUT you may have to set up HOTMAIL.
   b. To set up HOTMAIL
      i. Select USE WEBMAIL Then select OTHER
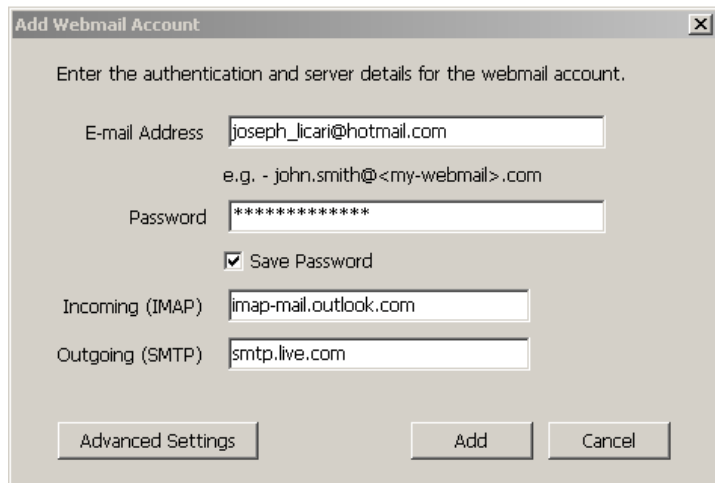
Send Email

How would you like to send this email?

◯ Default email application (Microsoft Outlook)

◉ Use Webmail

Select ▼

Select
joseph_licari@hotmail.com   n the designated drafts folder of the selected account.

☐ Rer

Add Gmail...
Add Yahoo!...
Add Other...

Continue   Cancel

ii.   ENTER:

IMAPI: **imap-mail.outlook.com**
SMTP: smtp.live.com
USERNAME: <user email account>
PASSWORD: <User email password>

Add Webmail Account

Enter the authentication and server details for the webmail account.

E-mail Address   joseph_licari@hotmail.com

e.g. - john.smith@<my-webmail>.com

Password   *************

☑ Save Password

Incoming (IMAP)   imap-mail.outlook.com

Outgoing (SMTP)   smtp.live.com

Advanced Settings   Add   Cancel

c.   For Google and Yahoo the IMAPI and SMTP are already set up simply enter your email account info

Add New Gmail Account

E-mail Address

e.g. - john.smith@<my-webmail>.com

OK   Cancel
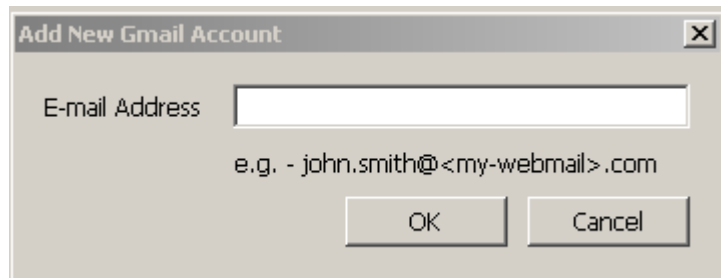
5.   If using OUTLOOK the email will be setup just click SEND
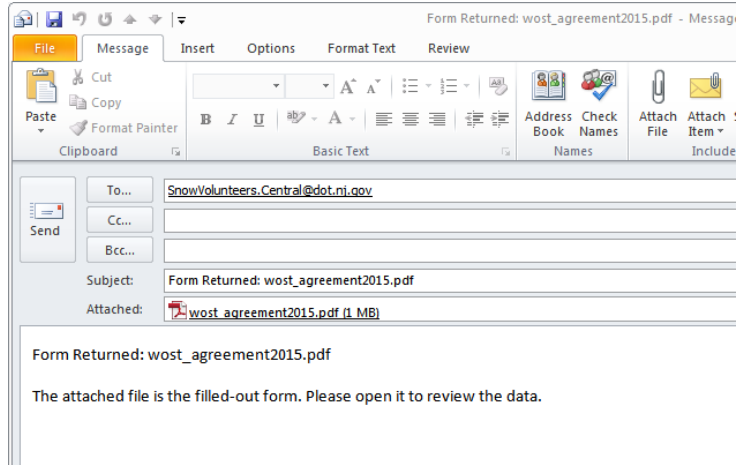
6.   If you use webmail account it will be sent automatically. You will NOT have to click SEND on a "message"