To provide a single location to house all of your church’s Charge Conference Forms, your DRA has created a Google Drive folder specifically for your church and sent a link to your church’s @epaumc.org email address (the same email where you get your monthly remittance statements).

* If you would like the email to be sent to a different email address\*\*, please contact your DRA.
* If you need assistance logging in to your church’s @epaumc.org email account, please contact Lindsey Cotman at [lcotman@epaumc.org](mailto:lcotman@epaumc.org) or 494-762-8215.

**\*\*Please note that the email address must be a google account (@gmail.com or @epaumc.org) in order to access the folder.**

**Instructions:**

1. Download the blank charge conference forms (as fillable documents) here: https://www.epaumc.org/wp-content/uploads/2019/09/2019-Charge-Conference-Fillable-Docs.zip

2. Click the blue "Open" button in the email from your DRA. You will be taken to a submission folder specifically created for your church.

3. Click "New" in the top right and then choose "file upload" to select the (finished!) charge conference forms on your computer.

4. You will see your files appear in the folder as they finish uploading.

**ADDITIONAL NOTES:**

- If you would like to remove a file, click it once (the file will be highlighted in blue) and then click the "trash can" icon in the top right.

- You may return to this link at any time to add or remove charge conference files as they are completed and updated.