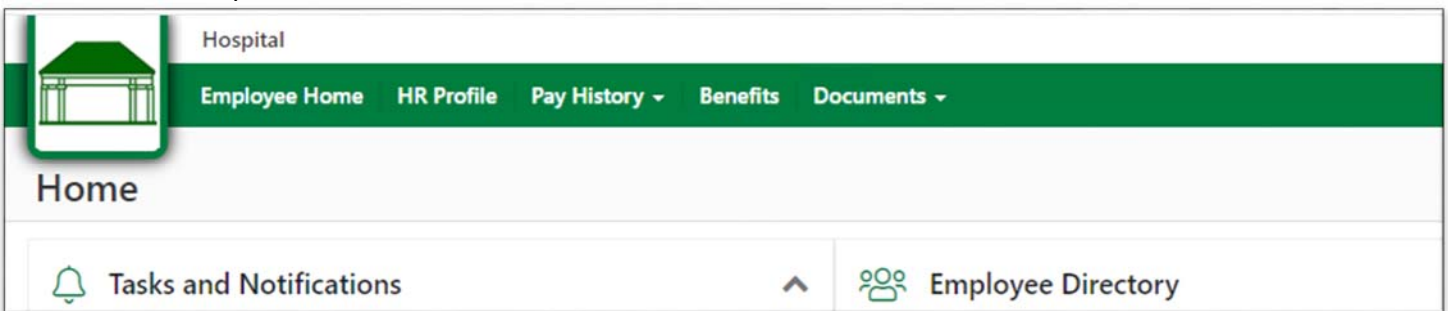


# How to complete the AirMedCare Enrollment Form

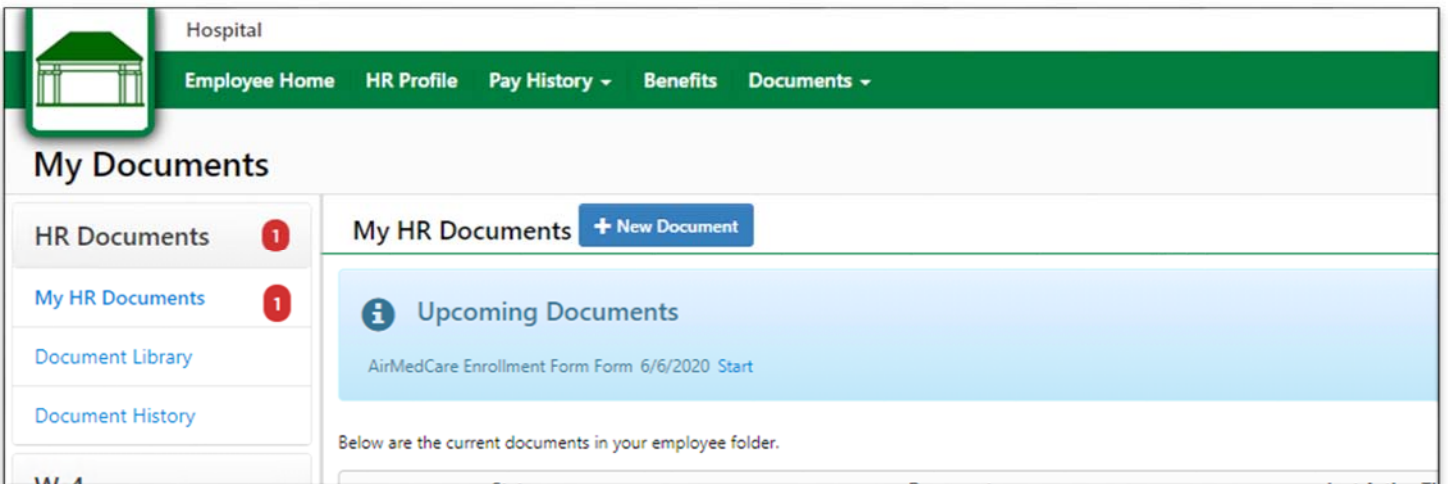
**Step 1:** Log into your myHRPortal at myHRPortal.greenemployee.com using your Fitzgibbon email address and the password you created.



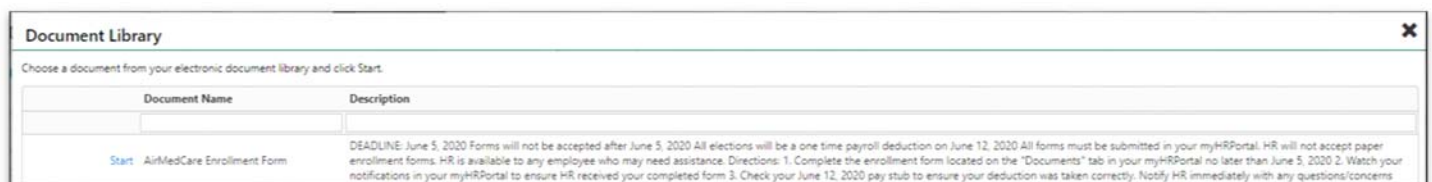
**Step 2:** Click on the “Documents” tab in the green ribbon at the top of the screen.



**Step 3:** Click on the “+ New Document” button in blue.



**Step 4:** Locate the document titled “AirMedCare Enrollment Form” and click on the blue “Start” button on the left hand side of the pop up window.



**Step 5:** Complete the blanks by clicking in the box first then typing the information. Please make sure you complete all required fields. You will not be able to submit the forms if the required fields are left blank.

**Step 6:** Type your name in the signature line and click the submit button. You can go back and edit your document as many times as you need to until the deadline. The final document submitted by the deadline will be the official document.

**Signature**

Name: Bethany Davidson

Signature: