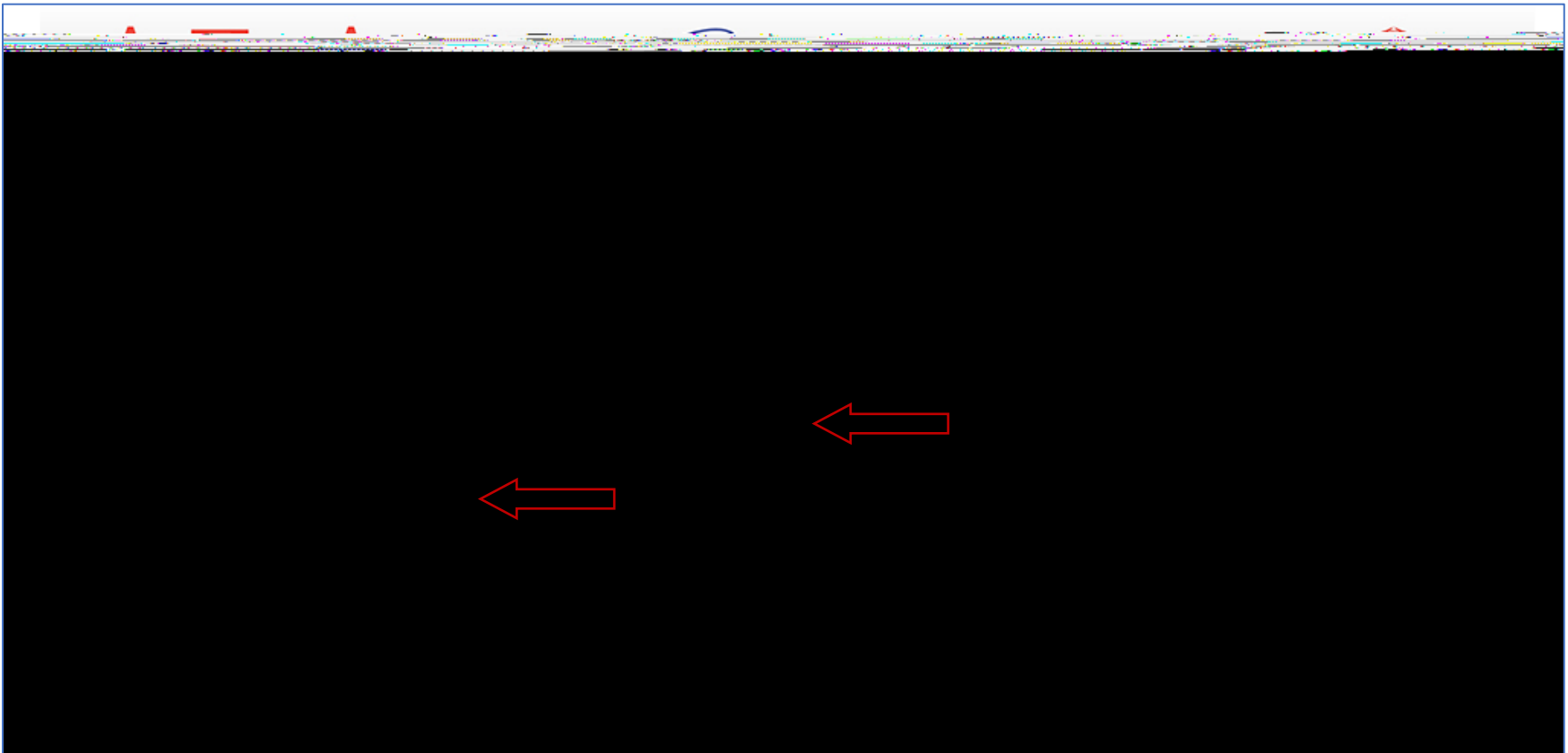


## Instructions for Creating an e-Pe

**Step 1:** Click on this link [http://www.ala.org/CFApps/epe\\_on/index.cfm](http://www.ala.org/CFApps/epe_on/index.cfm)

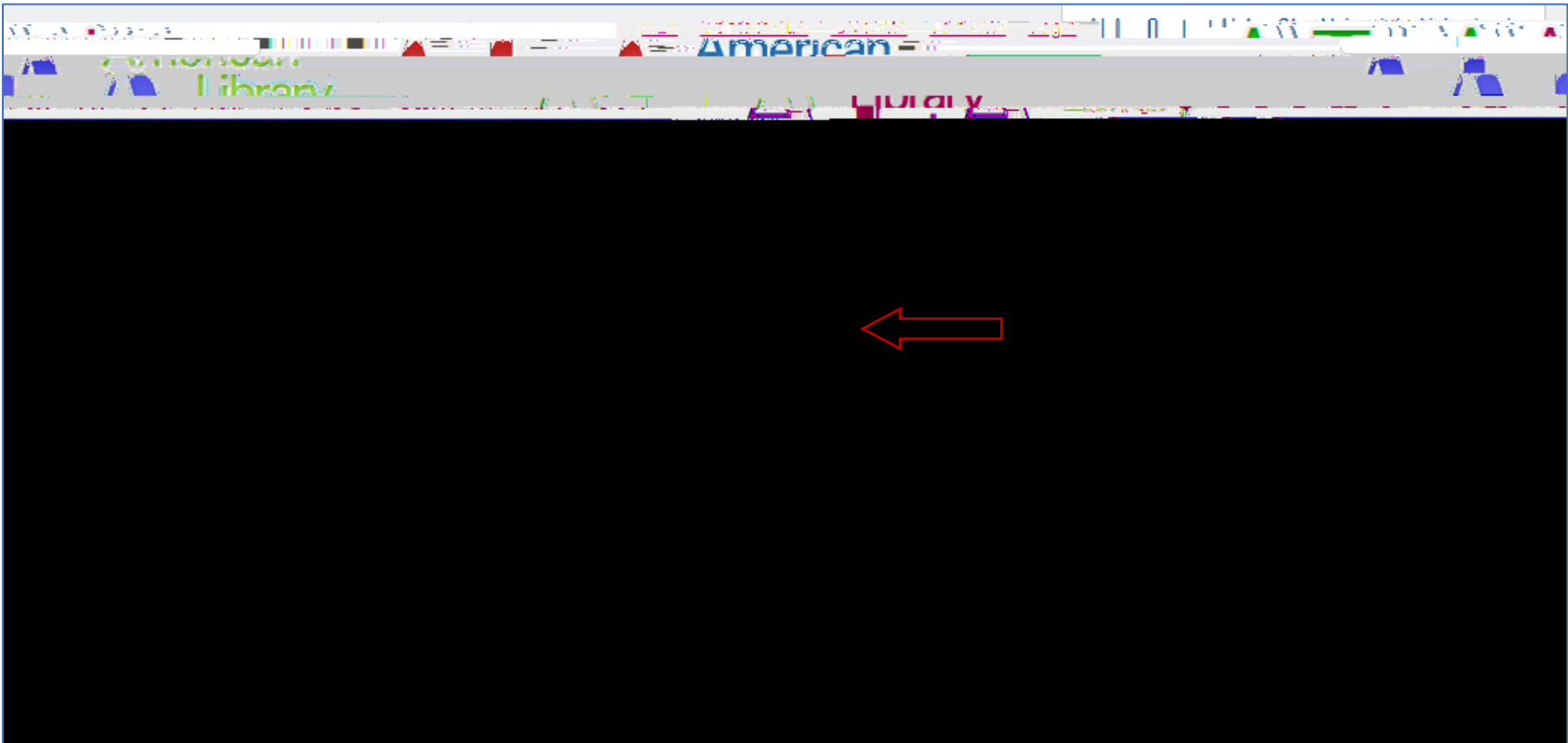
**Step 2:** Click on drop down menu >> ALA >> Choose



Step 3 Click "New e-petition"

The screenshot shows the top navigation bar of the American Legion website with links for ALA, Contact ALA, Give ALA, Join ALA, and Login. Below the navigation is a banner for "Petitions Home - ALA" with a search bar and a "Change" button. A section titled "Sign and/or create e-Petitions for:" includes a dropdown menu and a "New e-petition" button. A table titled "e-Petitions for your signature, based on your membership data" is partially visible, showing columns for "Petition type" and "Status". At the bottom, there are links for "Return to ALA Home" and "Return to Petitions".

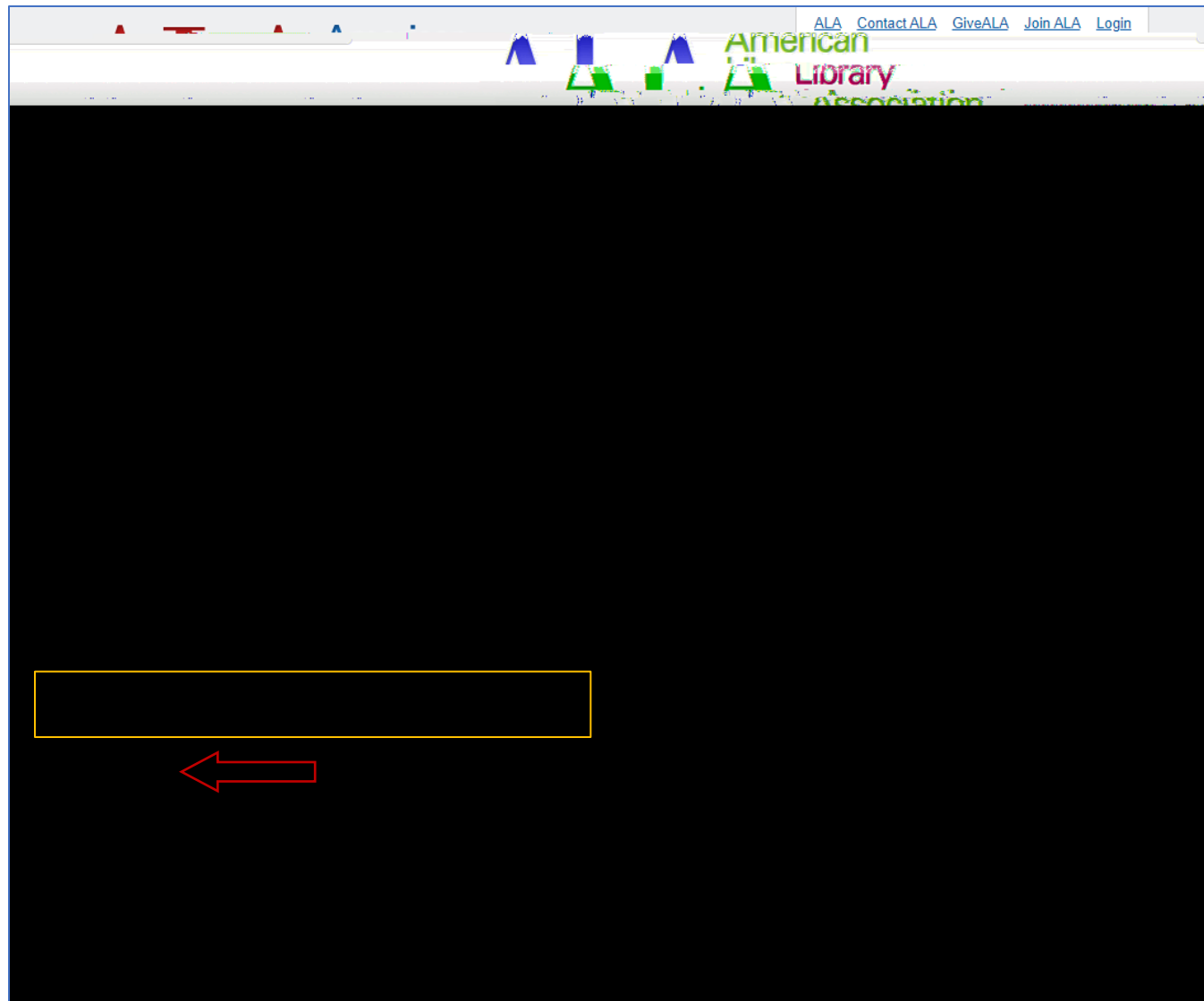
Step 4: Select the type of e-pe on in the drop down menu >> Choose



**Step 5:** Your member information will be prefilled based on information in your member record.

Type your name in as you want it to appear in the signature line of the petition.

Then Click "Preview Petition"



**Step 6:** Review your presentation, then click  
"Create presentation"

*Note: you must complete*





Step 9. An e-