



## Website Update Request Form Instructions:

In order for this request to be carried out, please follow the instructions below.

1. Print out a copy of the old page to be changed.
2. Write on the printout - strike through the old text to illustrate what is being removed/moved and have your administrator sign the printout to approve it.
3. Write your new text in MS Word.
4. Print out your new text and have your administrator sign the printout to approve it.
5. Fax to the Selah Office Attn: Kim: (1) The completed Request Form, (2) The printout of the old page that has been marked up, and (3) the new text --- all 3 items with administrator approval.
6. Email to Kim @ Selah a copy of the new text in MS Word Format.

### **Please note:**

1. Changes to websites are **limited** to Text and some Images, **NOT** Site Architecture.
2. Form submission does **NOT** guarantee a change in the site. Changes will go through a review and an approval process in the Selah Office before being made.



## Website Update Request Form

**\*\* ALL FIELDS MUST BE FILLED OUT for this order to be processed.**

**\*\* A MS Word Document with the Replacement Text must be Emailed to KMS for order to be processed.**

**\*\* A COPY of the Changes with the replacement text must be FAXED with THIS FORM for order to be processed.**

**\*\* A COPY of the OLD TEXT with MARKINGS to illustrate the Text being removed must be FAXED with THIS FORM for order to be processed.**

Facility \_\_\_\_\_

Website to be Changed: \_\_\_\_\_

Name of Page to be Changed: \_\_\_\_\_

Why are the Changes being made? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Where on the Page is the Change to be made? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Administrator Approval

\_\_\_\_\_  
Date