



## **INSTRUCTIONS FOR COMPLETING THE IPWMAN MUTUAL AID AGREEMENT ON-LINE**

An on-line version of the IPWMAN Mutual Aid Agreement can be found on the web site, [www.ipwman.org](http://www.ipwman.org). Look under “Documents.”

**If you receive a message asking for a password, enter ipwman09**

**The on-line agreement is a protected Word document that allows an agency to complete certain sections of the agreement. Other than those sections, the agency must agree to the agreement as it is written. After completing the document on-line, print the agreement for signatures.**

**Starting at the beginning of the agreement, hit TAB**

**First tab--name of agency**

**Second tab--name of agency**

**Third tab--name of authorized agent and title**

**Fourth tab--name of notary or city clerk and title**

**Fifth tab--name of legal counsel and title.**

**If you have any problems with the document, please contact Barb Stiehl at 217.819.3155**