

General instructions for completing the required Diversity Annual Renewal form:

1. When you are ready to start filling out the form on your desktop, you must open the form using Adobe Reader 9.0 or greater.

If you don't have Adobe Reader 9.0 or greater on your desktop, click on this link to download Adobe Reader 9: <http://get.adobe.com/reader/>

2. You will be required to fill out all data entry fields that are highlighted in blue shading on the Diversity Annual Renewal form.

3. **Copies of Certifications are required. Please fax or e-mail your certificates to (315) 477-7663 or Nationalgridtdcp2p@us.ngrid.com**

4. If the form requires you to enter a digital signature, click on the box in the signature space and follow the instructions on the dialog box that will appear. These instructions will allow you to either use an existing digital signature or to create a new one.

5. After you have completed entering all the required data entry fields, click on the 'Submit Form' button at the top of the form. You will now see a 'Send Form' email window. The '**To**', '**Subject**' and '**Attachment**', are pre-filled. You will need to enter your '**Email Address**' and '**Full Name**' and then click on 'Send'.

6. You will now see a 'Select Email Client' window: Choose either '**Desktop Email Application**' for Outlook, Eudora, Mail, etc. Or Choose '**Internet Email**' for Yahoo, Hotmail, etc. as follows: If you choose '**Desktop Email Application**', click 'OK' and click 'OK' in the Outgoing Message Notification window. **Please DO NOT delete the subject.** The completed form will be sent to National Grid. You may save the completed form to your desktop.

If you choose '**Internet Email**', then click 'OK' and save the form to your desktop. Go to your internet email, attach the completed document that you saved on your desktop and send to:

Nationalgridustdcp2p@us.ngrid.com

7. If you have any questions or issues regarding the On-boarding process or forms, please contact National Grid's Procurement Specialist at: Nationalgridustdcp2p@us.ngrid.com