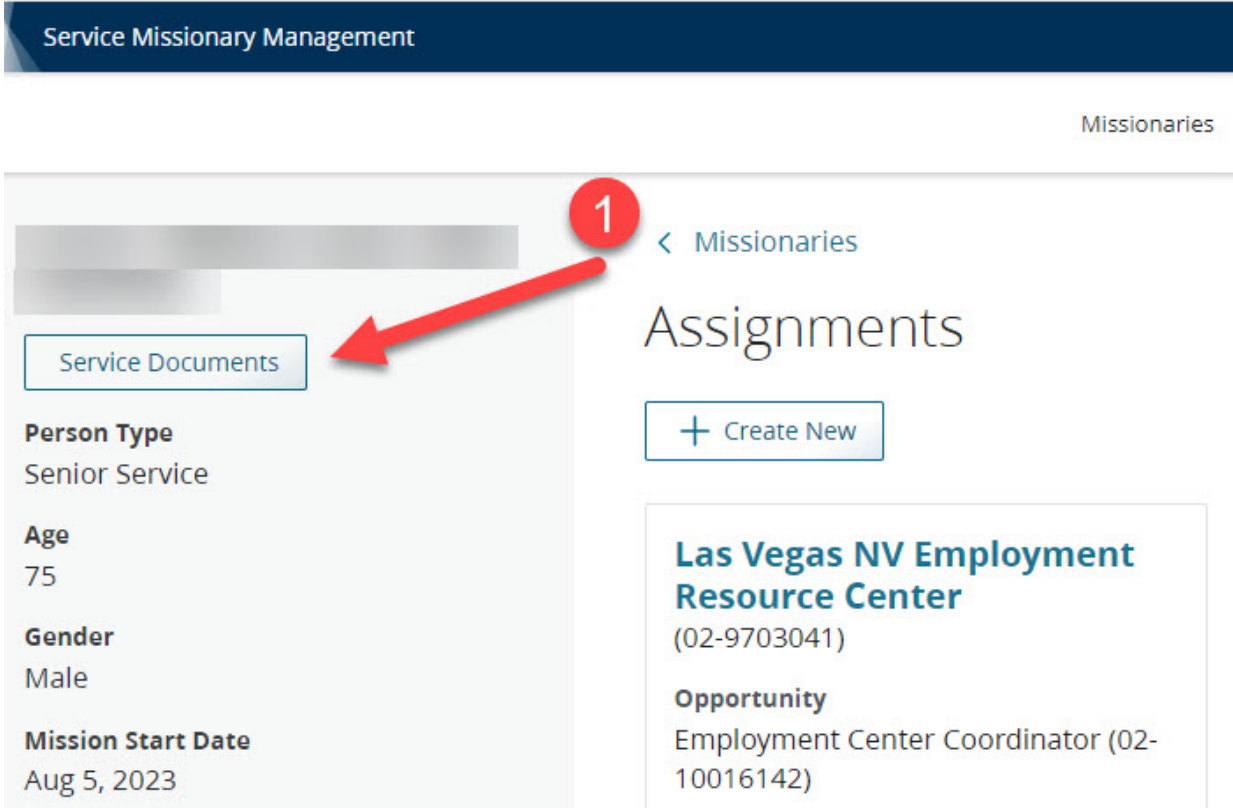


	<p style="text-align: center;"><b>Memo from</b> <b>ELDER AND SISTER RUSHFORTH</b> <b>Senior Service Missionary Coordinators</b> <b>Las Vegas Nevada Group, NASW Area</b></p> <p style="text-align: center;"><a href="mailto:SMC-LasVegasNVGroup@churchofjesuschrist.org">SMC-LasVegasNVGroup@churchofjesuschrist.org</a> Layne Rushforth (mobile): 702-219-3541 Sharon Rushforth (mobile): 702-218-8953</p>
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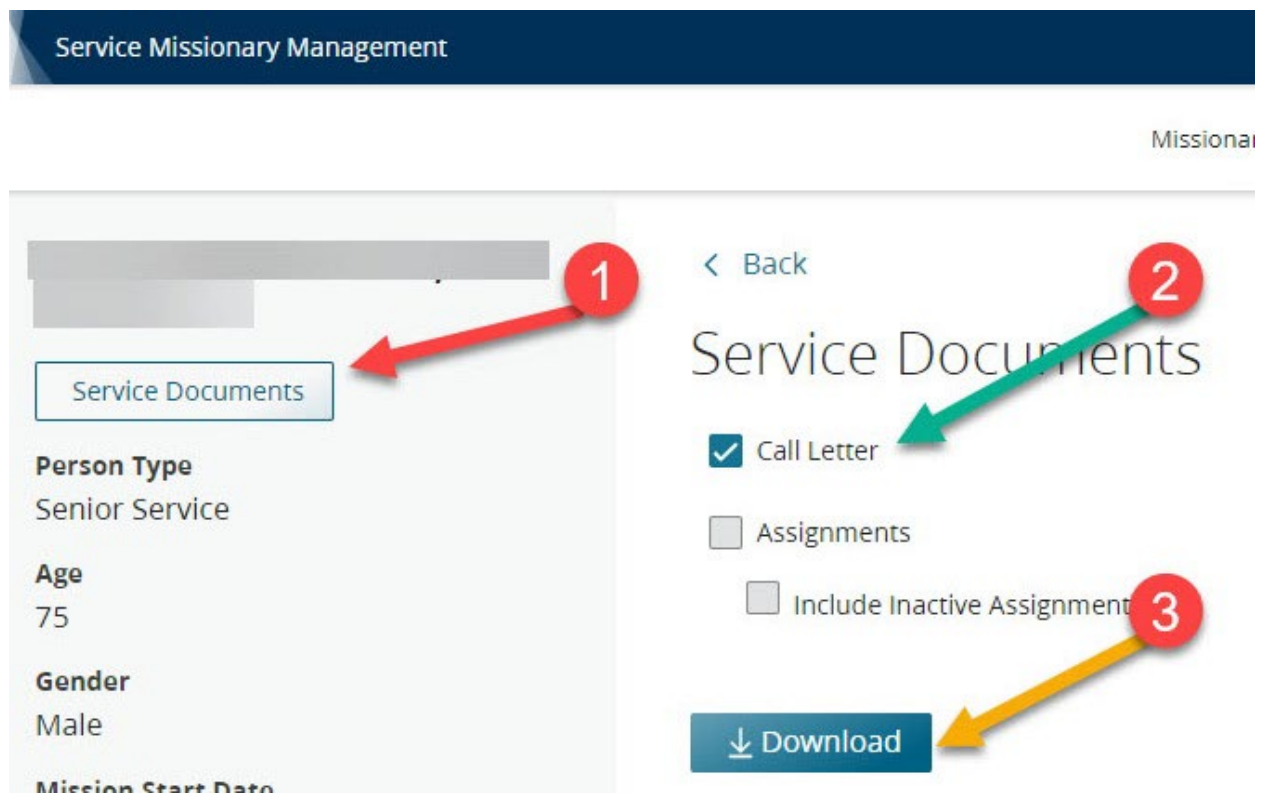
To: Stake Presidents  
Subject: Downloading a Senior Service Missionary's Call Letter

- To download a Senior Service Missionary's Call Letter:
- A. Log into SMMS (<https://servicemissionary.churchofjesuschrist.org/>).
  - B. In the "Find a Missionary" search bar, type in the name of the missionary and click the "Search" button.
  - C. Load the missionary's assignment page by clicking on the name of the missionary.
  - D. Click on the "Service Documents" button below the missionary's name on the left.



The screenshot shows the 'Service Missionary Management' interface. At the top, there is a dark blue header with the text 'Service Missionary Management'. Below this, on the right side, is a breadcrumb trail: 'Missionaries'. The main content area is divided into two columns. The left column displays a profile for a missionary, with a red circle containing the number '1' and a red arrow pointing to the 'Service Documents' button. The profile information includes: 'Person Type: Senior Service', 'Age: 75', 'Gender: Male', and 'Mission Start Date: Aug 5, 2023'. The right column is titled 'Assignments' and features a '+ Create New' button. Below this, there is a card for 'Las Vegas NV Employment Resource Center (02-9703041)' with the assignment 'Opportunity: Employment Center Coordinator (02-10016142)'.

- E. When the Service Documents screen appears, click the check box next to “Call Letter” and then click the “Download” button. *(If the letter does not download, turn off any pop-up blocker on your web browser and try again.)* Print and sign the call letter. The original should be given to the missionary, and a copy should be sent to the missionary’s Bishop.



If you need assistance, let us know. If needed, we can download the call letter for you and send it to you by email.