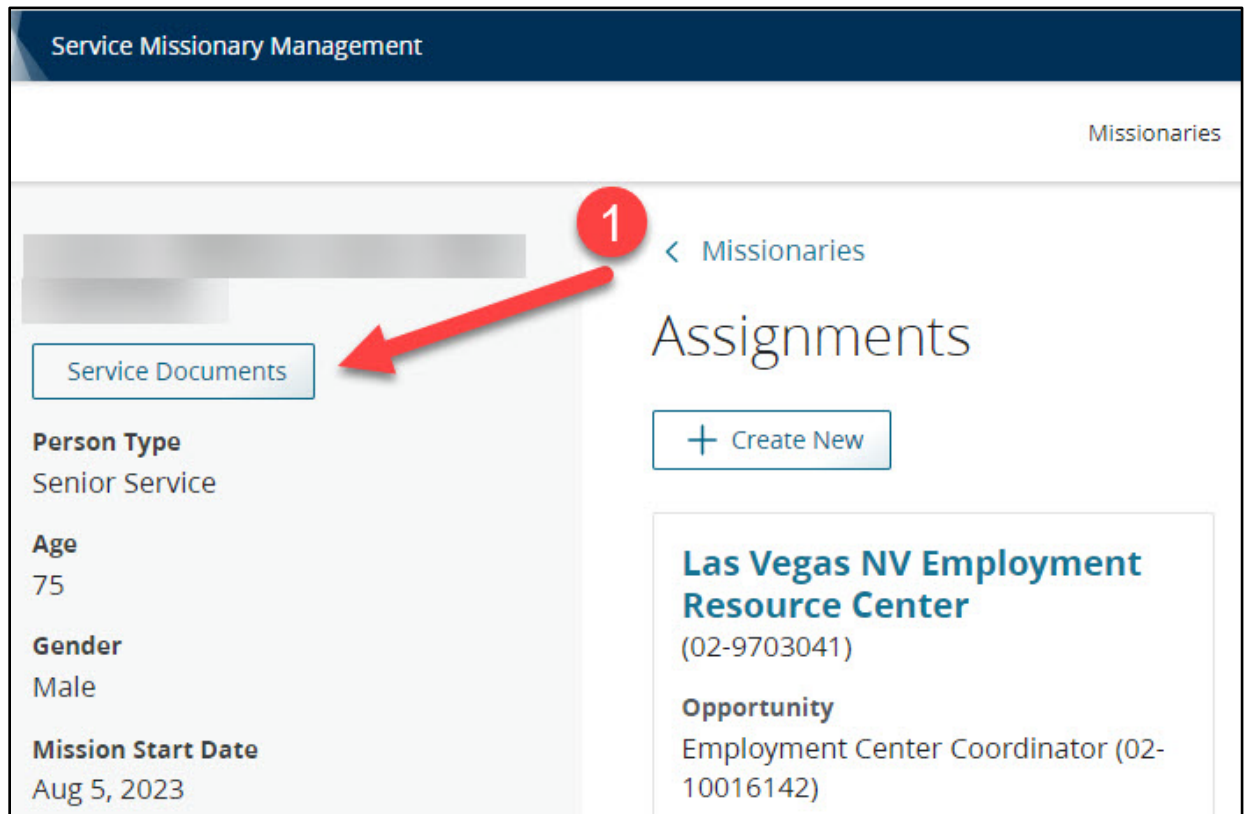


To: Stake Presidents
Subject: Downloading a Senior Service Missionary's Call Letter

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.



- 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.

The screenshot shows the 'Service Missionary Management' interface. On the left sidebar, there is a 'Service Documents' button labeled with a red circle and the number 1. The main content area is titled 'Service Documents' and has a '< Back' link. Below the title, there are three checkboxes: 'Call Letter' (checked, labeled with a red circle and the number 2), 'Assignments', and 'Include Inactive Assignment' (labeled with a red circle and the number 3). At the bottom of the main area, there is a blue 'Download' button with a downward arrow icon, also labeled with a red circle and the number 3. The sidebar also displays personal information for a 'Senior Service' missionary, including 'Age' (75) and 'Gender' (Male).

If you need assistance, contact your Senior Missionary Coordinators (SMCs). [See <https://seniormission.org/docs/SMC.NASW.pdf>.] If needed, the SMCs can download the call letter for you and send it to you as an attachment to an email message.