These instructions provide **important** information on how to successfully complete and submit an on-line report. Additionally, when completing the on-line form, please read all written guidance within the form itself.

On-Line Form Instructions for Reporting Elder Abuse, Neglect, Exploitation or Self-Neglect

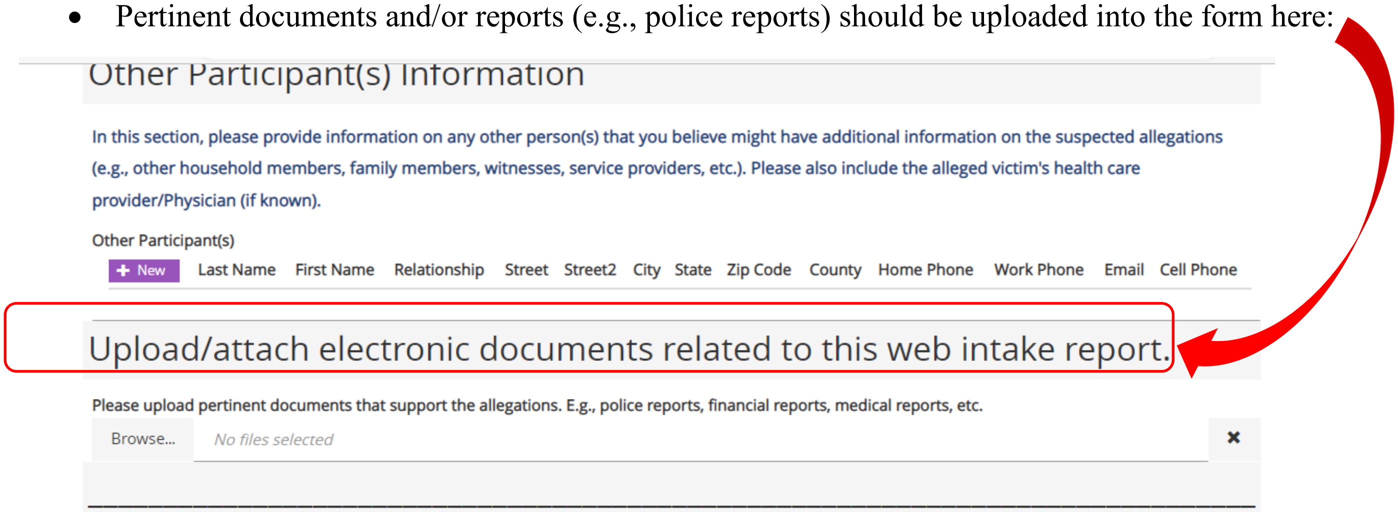
- All required questions are marked as **required**. If additional information is known, please enter this information. Any additional information will further assist in the processing of the report.
- Although not required, the alleged victim's date of birth, if known, **must** be entered.

- Please click on the **purple** "+ New" button, as seen below, to open additional windows for completion.

- When information is entered and completed on these windows, click on 'OK' at the bottom of the window to return to the main page.

Please note, if the report concerns suspected Self-Neglect, the "Alleged Perpetrator(s)" section does not need to be completed.

- Pertinent documents and/or reports (e.g., police reports) should be uploaded into the form here:



- If financial exploitation is suspected, complete the "Target Account Information" section on the main page.
- Once all information has been entered on both the main page and the **purple** "+ New" windows, submit the report by clicking on the **green** "Submit" button at the bottom of the main page, as seen here:

- Once submitted, an auto-generated reply will provide a report reference number. A copy of the report may also be printed, for your records.