**Passing, Raising and LP & A5**

As we are now using more and more electronic forms could you please use the following link

<https://www.westridingfreemasons.info/>

This will take you onto the new Provincial website.

At the top click onto **Secretary/Scribe E**.  Then click onto **Forms & Downloads.**

This then gives the forms or applications that you will need.

At the bottom left there is a **Change of Status Form** which you will need to click onto to open.  This form is for any **Change of Status**, whether it is for **Passing, Raising, etc.**

In the drop down arrow on the right select **Craft**, fill in the **Lodge Number** and the **Members first and last name.**

Select the **choice of Status**.  Add the date of **Passing, Raising or both**.

Below this there is a **link in red to the LP & A5 Form** which will need to be completed if it is for the **Raising** (there may be a tab at the top of your pc screen which may need to be clicked in order to Enable Editing).

Add the details to the **LP & A5 Form** and save the document to your pc.

Click onto the **Upload** tab, search for the document, highlight it and then click **Open** on your pc.  This will attach the document to the form.

**Complete your details and press Submit**.