

# RECOMMENDATION INSTRUCTIONS

## COMPLETING YOUR ONLINE RECOMMENDATION

### PROSPECTIVE SENIOR MISSIONARIES

Submit your Missionary Recommendation Forms on the Internet using the Missionary Online Recommendation System (Available in most countries, check with your priesthood leader). Languages enabled for online recommend: English, Portuguese, Spanish.

To complete your online recommendation forms:

1. Ask your bishop to initiate your online recommendation.
2. Open your Web browser (Internet Explorer or Firefox).
3. Type [www.lds.org/mss](http://www.lds.org/mss) in the **Address** bar and then press the **Enter** key.
4. If you don't have an LDS Account (the same account used to access the stake and ward website and Family Search), click **Obtain an account**. Follow the steps on the LDS Account site to create an account with a user name and password. You will need your membership record number, which is on your temple recommend and an Email address. (For couples, each spouse must register for an LDS Account.) Contact your stake technology specialist if you need help with this step.
5. When your LDS Account registration is complete, or if you already have an LDS account, type your user name and password on the Missionary Online Recommendation System sign-in page.
6. Click **Sign In**.
7. Complete each section in the candidate checklist.
8. Print out the medical and dental forms to be completed by your physician and dentist. You should not schedule your exams until you have completed your medical information in the system. Live at home missionaries do not need to complete medical and dental forms or have exams. Your stake president should call us at (801) 240-6856 for information about completing live at home missionary medical and dental forms.
9. Accept and sign the privacy and release of information agreement. (For couples, each spouse must sign in separately using their LDS username and password and complete this step.) This is required before submitting your recommendation to your bishop.
10. Click **Submit Electronic Recommendation**.

Your bishop will forward the online forms to your stake president, who can submit them to the Missionary Department up to nine months before your availability date. Your call letter should arrive four to six weeks after your stake president submits your recommendation.

Your MTC date may be delayed by visa wait times, which are outside the control of the Missionary Department.

### BISHOPS

To initiate a recommendation:

1. Sign in to the Missionary Recommendation System.
2. Click **Initiate New Recommendation**.
3. Select a type of candidate.

4. Type the candidate's membership record number and birth date, and then click **Next**.
5. Verify that the name displayed for the candidate is correct, select whether or not the candidate is a permanent member of your ward, and then click **Continue**. The candidate appears on the View All Candidates page under the heading "Candidate(s) Completing Forms."
6. If you need help, contact your stake technology specialist.