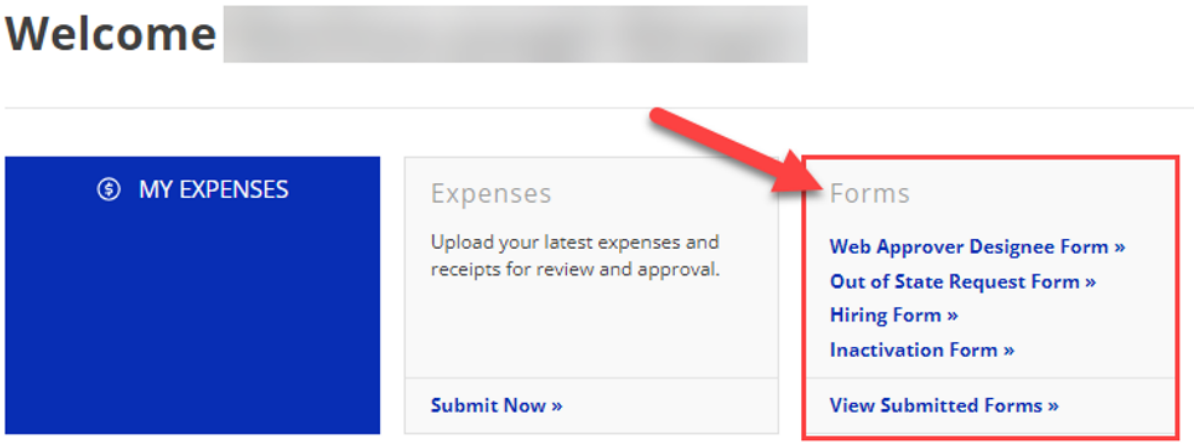
Accessing and Submitting Portal Forms

Accessing Portal Forms Via the Portal

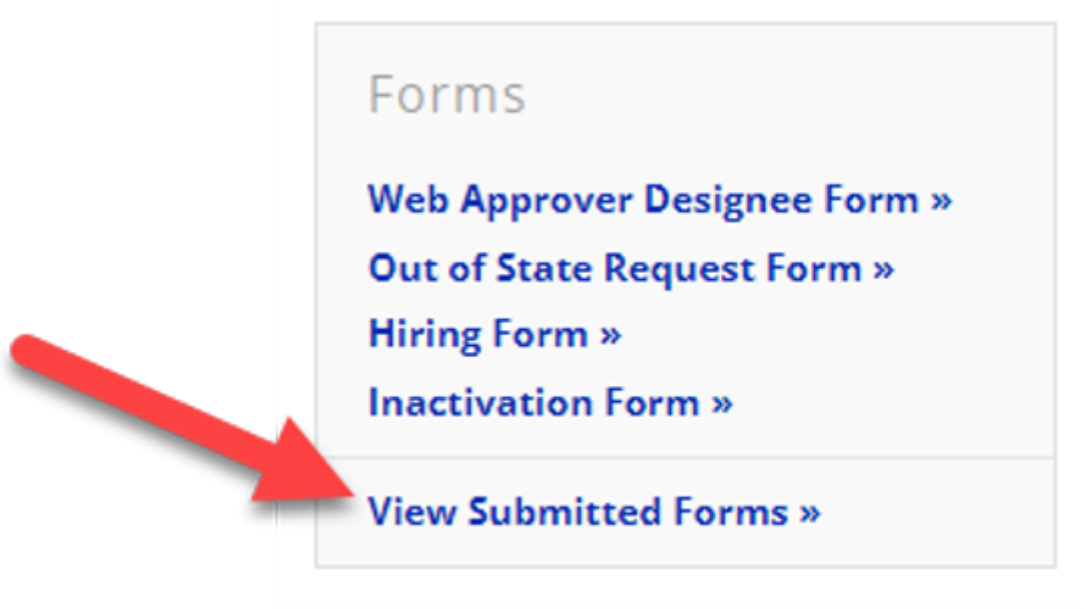
Forms are available on the Portal and located on the homepage upon login. They are accessible from the *Forms* widget.

Click on the form you would like to submit, and it will open the form in a new window. Once the form is filled in and submitted, you will receive a confirmation page informing you that it has been successfully submitted.

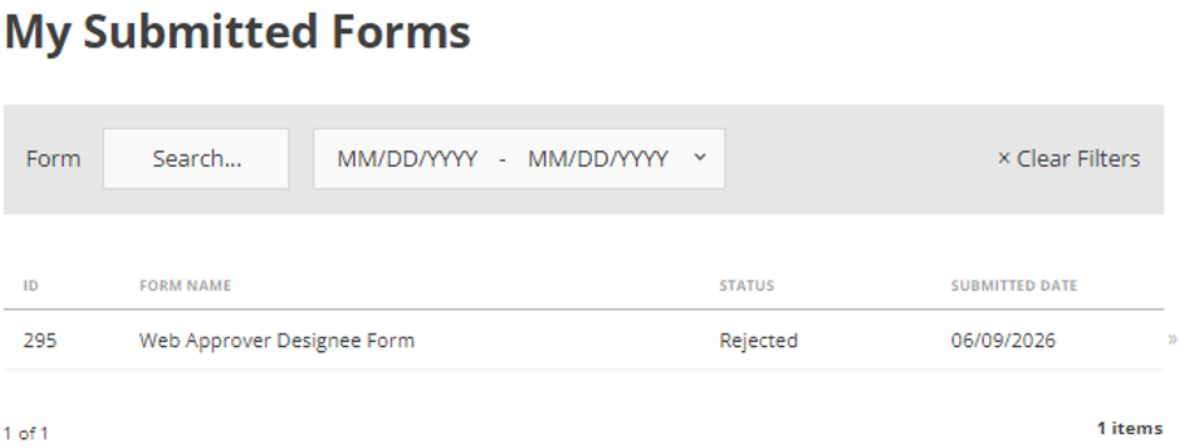


Viewing Submitted Forms

Users can review and check the status of forms that have been submitted via the *My Submitted Forms* page.



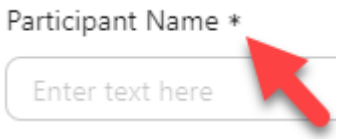
Clicking on the *View Submitted Forms* link in the *Forms* widget will take you to the *My Submitted Forms* page where you can see a full history of submissions made. At a glance, you can see the *ID*, *Form Name*, *Status*, and *Submitted Date* of every submission. For more detail, you can click on a submission to see the full submission.



FAQ

Which fields need to be answered?

If a question has an asterisk (*), it is a required field and must be filled in before proceeding or submitting. You will not be able to proceed or submit if those fields are left empty.



Why can I not proceed past the first page of the Web Approver Designee form?

You will need to review and check off the acknowledgments before proceeding. Once those three check boxes are selected, the “Next” button will appear.

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Revision #4
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