



nFORM Public User

State of New Hampshire Training Program

V11172015

Training Modules

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Required Resources

In this module we will review the required resources you will need to be an authorized nFORM user.

As a Public User, you will need the following resources to access the NH Online Forms (a.k.a. nFORM) application:

1. Internet Explorer v. 10 or higher, Chrome, Firefox or Safari.
2. nFORM account.

For assistance with self-registering, refer to the [Register as a Public User](#) section for step-by-step instructions.

Navigating the NH Online Forms Site

In this module we will walk through the key components of the NH Online Forms site (a.k.a. nFORM application), when accessing the site as a Public User.

an official NEW HAMPSHIRE government website

State of New Hampshire

NHDOIT Home

Home Finder Help Sign In Register

Welcome to the State of New Hampshire Forms Portal

Use this website to access the nForm solutions forms for the State of New Hampshire.

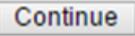
- Organizations**
 Select the organization from which you would like to submit a form.
- Forms**
 To locate a specific form please use our form finder.
- Frequently Asked Questions**
 ? Which agency is this portal for?
- Contact Information**
 Address:
 Department of Information Technology
 64 South Street
 Concord, NH 03301
- Additional Links**
[Business One Stop](#)
[State of New Hampshire Web Site](#)
- Forms**
 Can't find a specific form? Please use our [Form Finder](#)
- Menu Bar**
 Home Finder Help Sign In Register

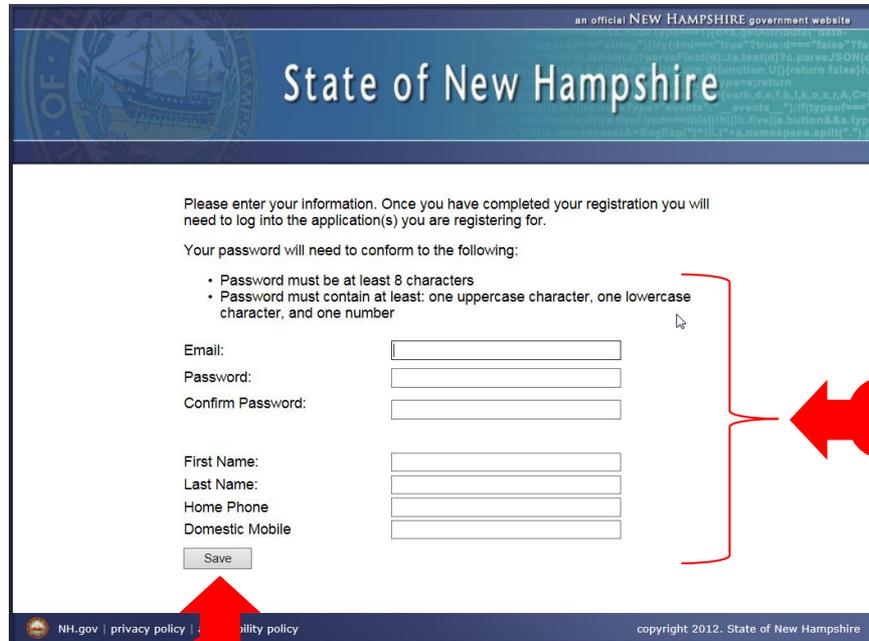
©Copyright 2015 Windsor Solutions, Inc. | Version: 1757a7422680 | Built on 4/13/2015 10:35:17 AM ET

- 1. Organizations** – a listing of agencies that have forms available via nFORM.
- 2. Forms** – Form Finder is a keyword search tool to assist with finding forms.
- 3. Frequently Asked Questions** – application frequently asked questions or help.
- 4. Contact Information** – contact details for the specific landing page. NOTE: This will change as you change organizations.
- 5. Additional Links** – additional web links that should serve as reference sites.
- 6. Forms** – quick link to a few commonly used forms from the specific landing page.
- 7. Menu Bar** – provides access to commonly used application functions.

Register as a Public User

In this module we will walk through the steps to register as a Public User.

1. To access the NH Online Forms page, visit <https://forms.nh.gov/nforms>.
2. From the nFORM application, click the  link, located in the upper, right-hand corner of the page.
3. From the profile screen, complete all fields.
4. When all fields are complete, click the  button.
5. From the confirmation screen, click the  button. You will be redirected to the NH Online Forms home page.



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State of New Hampshire

Please enter your information. Once you have completed your registration you will need to log into the application(s) you are registering for.

Your password will need to conform to the following:

- Password must be at least 8 characters
- Password must contain at least: one uppercase character, one lowercase character, and one number

Email:

Password:

Confirm Password:

First Name:

Last Name:

Home Phone:

Domestic Mobile:

NH.gov | [privacy policy](#) | [accessibility policy](#) | copyright 2012. State of New Hampshire

The screenshot shows a registration form with several input fields. A red arrow labeled '3' points to the password requirements and the password and confirm password fields. A red arrow labeled '4' points to the 'Save' button at the bottom of the form.

6. From the NH Online Forms page, <https://forms.nh.gov/nforms>, click the  link, located in the upper, right-hand corner of the page.
7. From the sign page, enter your **Username** (this will be your email address) and click the  button.
8. When prompted, enter your **Password** (this will be the unique password you established during the registration process).
9. Click the  button.

Please enter the password associated with your User ID.

Username:

yourusername

7

Password:

yourpassword

8

Submit

9

Sign In as a Public User

In this module we will walk through the steps to sign in as a Public User.

1. From the NH Online Forms page, <https://forms.nh.gov/nforms>, click the  link, located in the upper, right-hand corner of the page.
2. From the sign page, enter your **Username** (this will be your email address) and click the  button.
3. When prompted, enter your **Password** (this will be the unique password you established during the registration process).
4. Click the  button.

Please enter the password associated with your User ID.

Username: 

Password: 

Submitting a Form

In this module we will walk through the steps to access and submit a form.



1. From the nFORM site, click the down arrow to the right of **Select Organization**.
2. From the drop down list, select the desired Organization/agency.

NOTE: To view Subordinate Organizations, simply rest your mouse pointer over the button.

3. From the Organization view, locate and click on the desired form.

To search for a specific form by keyword:

- a. Click the **FINDER** link – or –
- b. Click the **Form Finder** button.

NOTE: Each time you access a form a draft copy is automatically created.

The screenshot shows the 'TRAINING FORM' page. On the left, under 'Organizations', there is a dropdown menu labeled 'Select Organization' with a list of agencies. A red arrow labeled '1' points to the dropdown arrow. A second red arrow labeled '2' points to the 'New Hampshire Training Group' option in the list. On the right, under 'Forms', there is a list of forms. A red arrow labeled '3' points to the 'KEEP - Youth Recreation Camp License Application' form.

The screenshot shows the 'Welcome to the State of New Hampshire Forms Portal' page. At the top right, there are navigation links: Home, FINDER, Help, Sign In, Register. A purple arrow labeled 'a' points to the 'FINDER' link. On the left, under 'Forms', there is a section 'To locate a specific form please use our form finder.' with a 'Form Finder' button. A purple arrow labeled 'b' points to the 'Form Finder' button.

4. From the form landing page, the following resources are available to you:
- Form** – click the Submit online form button to view/complete this form.
 - Frequently Asked Questions** – provides access to common questions and support information for this online form.
 - Form details** – provides overview details and instructions for this online form.
 - Contact Information** – provides contact information for this online form.

The screenshot shows the NHDES website interface. At the top, it says "an official NEW HAMPSHIRE government website". The main header features the "NEW HAMPSHIRE DEPARTMENT OF Environmental Services" logo. Below the header is a navigation menu with links: Home, Finder, Dashboard, Users, Organizations, Forms, History, Help, Kimberly Taylor-Miller, and Sign Out.

The main content area is titled "FINAL Ice-In and Ice-Out Dates" (version 1.0). It includes the following sections:

- Form:** A section with a "Submit online form" button, indicated by callout letter 'a'.
- Frequently Asked Questions:** A section with three questions: "How do you determine exactly when ice-in or ice-out occurs?", "How long has ice-out and ice-in been tracked?", and "What is lake ice in and ice out?". A "view more faq's" link is also present. This section is indicated by callout letter 'b'.
- Contact Information:** A section with the following details: "Contact", "NHDES, VLAP", "29 Hazen Drive, PO Box 95", and "Cont". This section is indicated by callout letter 'd'.
- Form Details:** A section containing the text: "Generally there is one person who observes, records, and submits ice-in and ice-out data for a particular lake. This helps keep the data consistent. If you are unsure about whether you should submit this form or how to submit this form please contact the VLAP coordinator, Sara Steiner at sara.steiner@des.nh.gov". This section is indicated by callout letter 'c'.

At the bottom of the page, there is a "MAIN MENU" button with left and right arrow icons.

5. From the form view, click the  button, located in the upper, left-hand corner of the page.
6. From the online form, complete all of the necessary/required fields.

a. Steps – Each form has defined Steps definitions that will guide you through the form and provides a reference point for where you are in the process.

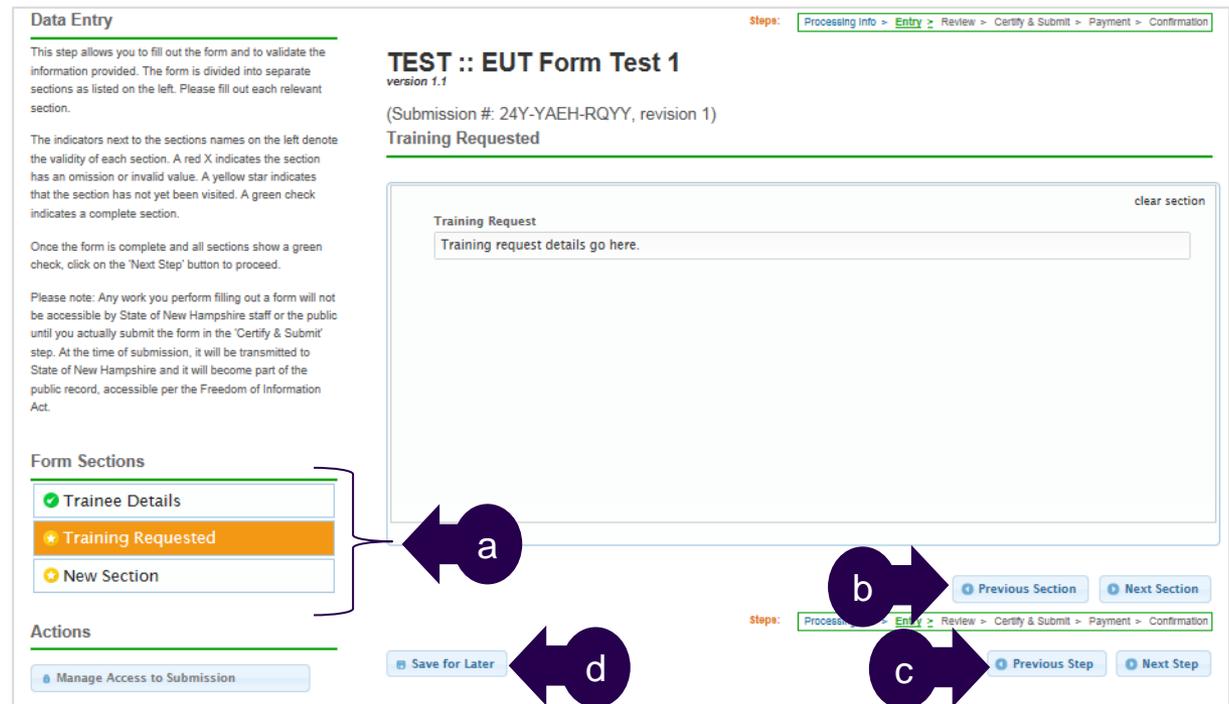
b. Next Section – Within a form there can be multiple Sections. When you complete each Section you will need to click the  button to move to the next Section of the form.

NOTE: You will also find a Form Sections navigation menu in the lower, left-hand margin of your screen.

c. Next Step – When all sections of the form are complete, click the  button.

7. Repeat steps 6b & 6c until all sections are complete.

- a. **Form Sections** – To return to a previous section, use the Form Sections navigation buttons.
- b. **Previous Section** – To return to the previous section, click the Previous Section button.
- c. **Previous Step** – To return to a previous step in the defined process, click the Previous Step button.
- d. **Save for Later** – If you need to exit the form before all sections have been completed, click the **Save for Later** button.



8. When all sections have been completed, click the  button located at the lower, right-hand corner of the page. **IMPORTANT:** Wait for your form to load.
9. You will now see the form confirmation screen where you can review what you entered into the form.
10. Click the  button.
11. Click the  button, located in the lower, right-hand corner of the page. You will now receive a confirmation notice, similar to the sample below.
 - a. To track or view submissions, click the submission history page link.
 - b. To review the details of your request, click the form link.

TEST :: EUT Form Test 1
 version 1.3
 (Submission #: 24Z-1G4K-BWJJ, revision 1)
 You have successfully submitted your form.

Submission #:	Amount Paid:	Payment Status:	Submitted:
24Z-1G4K-BWJJ	\$0.00	None	3/9/2015 3:37 PM

You can track the processing of your form on your [submission history page](#) or by viewing the details of the form.

Reviewing Your Submissions

In this module we will walk through the steps to review your online submissions.



1. From the Home page, click on the [History](#) link, located in the upper, right-hand corner of the page. Your Submission History page is now in view.
2. From the Submission History view, you will find a complete listing of your online submissions.

- a. **Submission #** – a unique number assigned to your submissions. You will use this as a reference point for tracking and inquiry purposes.
- b. **Submitted** – the date and time your submission is officially logged to NH Online Forms.
- c. **Submission Name** – the name of the online form you completed. NOTE: The Submission Name may be updated by the program group to more accurately reflect the submission.

Submission History

Total records: 38 Showing 3 records from total records

Filter:

a Submission #	b Submitted	c Submission Name	d Status	Locked	Actions
284-ABM5-CQS2		Sampling Station Identification Form	Draft	No	
277-952D-GFDA	07/04/2015 11:50 PM	Criminal Records Background Check Form	Submitted	No	
28D-0628-5QWD	06/25/2015 4:45 PM	Application for Renewal	In-Review (Due)	No	
27H-FM6F-6E6G	02/13/2015 7:15 AM	Income Verification Form	Issued	No	

For example: Your Submission Name may change from Application for Renewal to Applicant Name – License #.

- d. **Status** – the current status of your submission. NOTE: Any items in Draft status have not yet been submitted and pending further action from you. All other status types are reflective of where your request is in the process.

e. *Locked* – means your request has been locked from being updated. If you need to update your request please contact the specific program group for assistance.

f. *Actions* – these are the actions you can take with regard to your individual submissions.

Submission History

Total records: 38 Showing 38 (filtered from total records)

Submission #	Submitted	Submission Name	Status	Locked	Actions
284-ABM5-CQS2		Sampling Station Identification Form	Draft	No	
277-952D-GFDA	07/04/2015 11:50 PM	Criminal Records Background Check Form	Submitted	No	
28D-0628-5QWD	06/25/2015 4:45 PM	Application for Renewal	In-Review (Due)	No	
27H-FM6F-6E6G	02/13/2015 7:15 AM	Income Verification Form	Issued	No	



NOTE: Available actions will depend on the status of your submission.



View – allows you to view the details of your submission. You can



Edit – allows you to edit the submission.



Remove – allows you to remove or delete the submission.

We will look at each of these action features, in greater detail, on the following slides.



Selecting the **View** action will bring you to the Submission View screen. From this page you will find the following options:

- a. *Print Submission*** – will allow you to print your submission.
- b. *Copy As New*** – allows you copy the existing submission to a new submission (all details will be replicated to the new submission).
 NOTE: This feature is handy you need to submit multiple submissions using the same form.

- c. *Open in New Window*** – allows you to open an identical version of the submission in a new browser window.
- d. *Manage Access to Submission*** – adding a user will allow them access to and the ability to modify and view this submission. NOTE: The user must be a registered user.

Selecting the **Edit** action will allow you to open and edit your original submission. From this page you will find the following options:

NOTE: You will start at the first step in the defined step process. Simply use the navigation buttons as you did to create the original submission.

- a. Form Sections** – To return to a previous section, use the Form Sections navigation buttons.
- b. Previous Section** – To return to the previous section, click the Previous Section button.
- c. Previous Step** – To return to a previous step in the defined process, click the Previous Step button.
- d. Save for Later** – If you need to exit the form before all sections have been completed, click the Save for Later button.

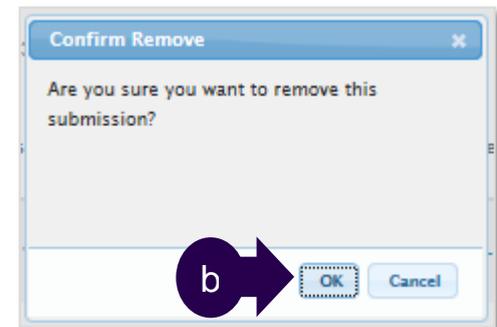
The screenshot shows the 'Data Entry' section of the 'TEST :: EUT Form Test 1' (version 1.1) form. The form title is 'Training Requested' (Submission #: 24Y-YAEH-RQYY, revision 1). The interface includes a 'Steps' progress bar at the top right showing 'Processing Info > Entry > Review > Certify & Submit > Payment > Confirmation', with 'Entry' highlighted. On the left, there is a 'Form Sections' list with 'Trainee Details' (checked), 'Training Requested' (selected), and 'New Section'. Below this is an 'Actions' section with a 'Manage Access to Submission' button. A 'Save for Later' button is located at the bottom left. On the right, there are 'Previous Section' and 'Next Section' buttons. At the bottom right, there are 'Previous Step' and 'Next Step' buttons. Annotations 'a', 'b', and 'c' are placed over the 'Previous Section', 'Previous Step', and 'Save for Later' buttons respectively.

Selecting the **Remove** action will allow you to remove or delete submissions.

IMPORTANT: The Remove function only applies to submissions in draft mode; you cannot remove/delete a submission once it has been officially submitted.

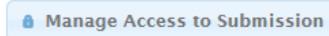
When using the Remove function, complete these steps:

- a. Click the  button, located to the far right of the submission you wish to remove (delete).
- b. From the Confirm Remove dialog box, click the **OK** button.
- c. The submission is now removed from your history listing.



Sharing Your Submissions

In this module we will walk through the steps to share your online submissions with others.

1. From the Home page, click on the [History](#) link, located in the upper, right-hand corner of the page. Your Submission History page is now in view.
2. In the Filter field enter the Submission # you wish to search on or scroll down through the listing until you find the desired submission.
3. Click the  button to the far right of the submission line item. You will now be in the Submission View.
4. From the Submission View, click the  button.

5. From the Manage Access to the Submission screen:

- a. Enter the email address for the user you would like to authorize.
- b. Click the Can Manage Access to Submission check box.
- c. Click the **Add** button.
- d. When prompted to Verify User to modify and submit this submission, click the  button.
- e. Click the **Done** button.

Enter the email address for the user you would like to authorize:

emailaddress@email.com

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?

Add

Verify User

User is associated with this email. Please confirm this selection.

Confirming will allow this user to modify and submit this submission.

Confirm **Cancel**

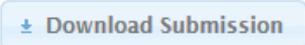
Done

Printing Your Submissions

In this module we will walk through the steps to print your online submissions.

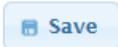
1. From the Home page, click on the [History](#) link, located in the upper, right-hand corner of the page. Your Submission History page is now in view.
2. In the Filter field enter the Submission # you wish to search on or scroll down through the listing until you find the desired submission.
3. Click the  button to the far right of the submission line item. You will now be in the Submission View.
4. From Submission View, click the  button from the Actions menu, located in the left-hand margin of your screen.
5. From the Print Preview window, click the **Print** button.

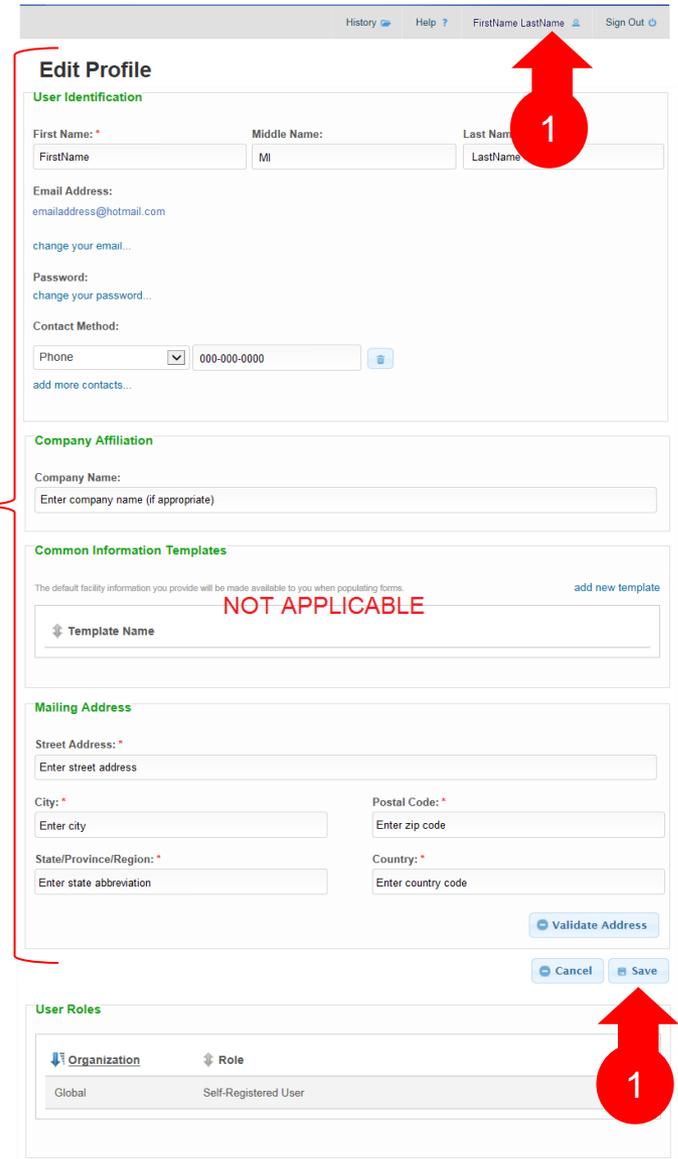
NOTE: If you are using Internet Explorer you may encounter a delay and/or may not be able to print using the  button. If you are unable to print please follow these steps:

- a. From Submission View, click the  button.
- b. When prompted “Do you want to open or save...”, click the **Open** button.
- c. From the Adobe Reader print preview screen, click the  button, located in the upper, left-hand corner on the menu bar.

Updating Your NH Online Forms Profile

In this module we will walk through the steps to update your NH Online Forms profile.

1. From the Home page, click on the  link, located in the upper, right-hand corner of the page. NOTE: The profile link will be displayed to the right of your name.
2. From the Edit Profile page, update any of the necessary fields.
3. When all changes are complete, click the  button.



History Help ? First Name Last Name Sign Out

Edit Profile

User Identification

First Name: * Middle Name: Last Name: *

Email Address:
 emailaddress@hotmail.com
[change your email...](#)

Password:
[change your password...](#)

Contact Method:
 Phone: 000-000-0000
[add more contacts...](#)

Company Affiliation

Company Name:
 Enter company name (if appropriate)

Common Information Templates

The default facility information you provide will be made available to you when populating forms. [add new template](#)

Template Name: **NOT APPLICABLE**

Mailing Address

Street Address: *
 Enter street address

City: * Postal Code: *

State/Province/Region: * Country: *

User Roles

Organization	Role
Global	Self-Registered User

Accessing Help Files

In this module we will walk through the steps for accessing Help files for the nFORM site.

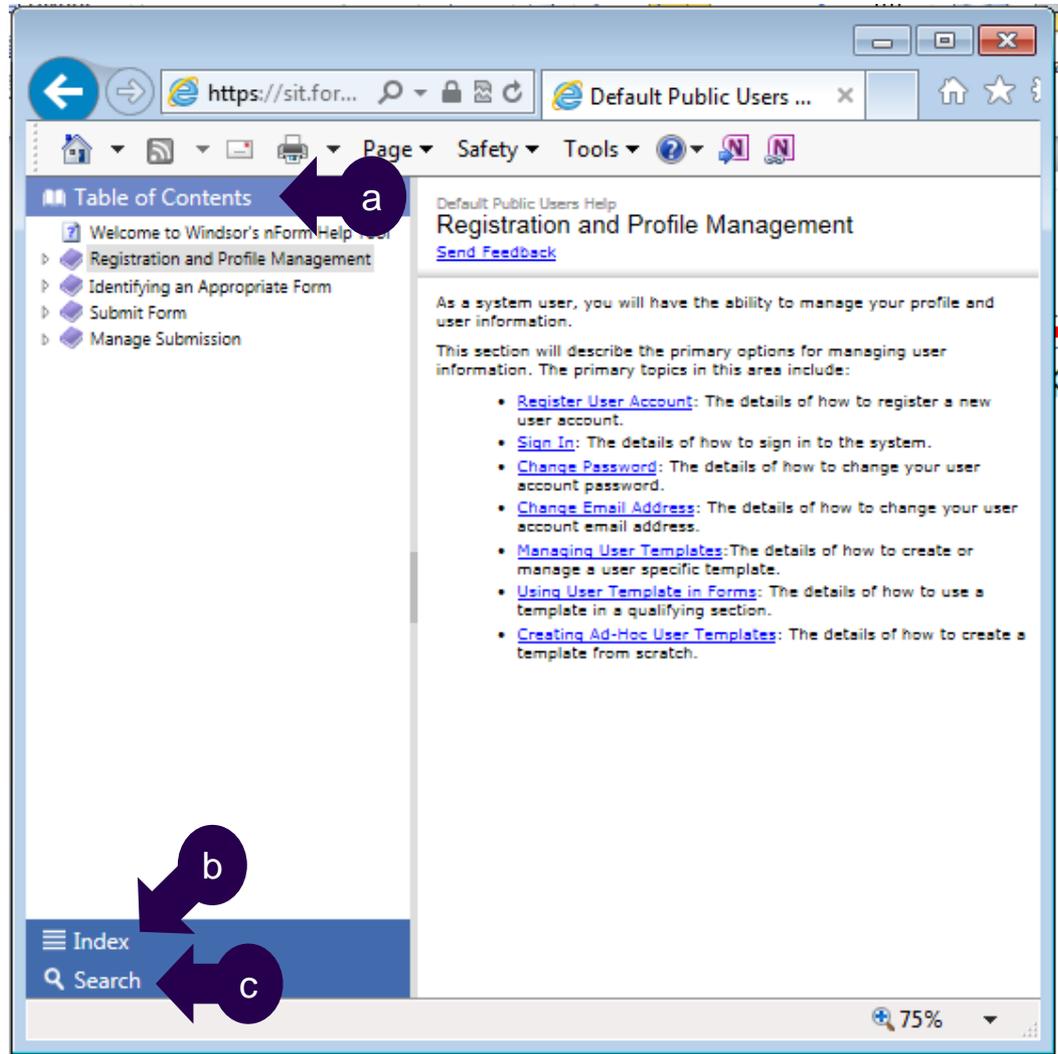


1. From any page, click the [Help ?](#) link, located in the upper, right-hand corner of the page.

NOTE: A second window will open and displays Public User Help Files.

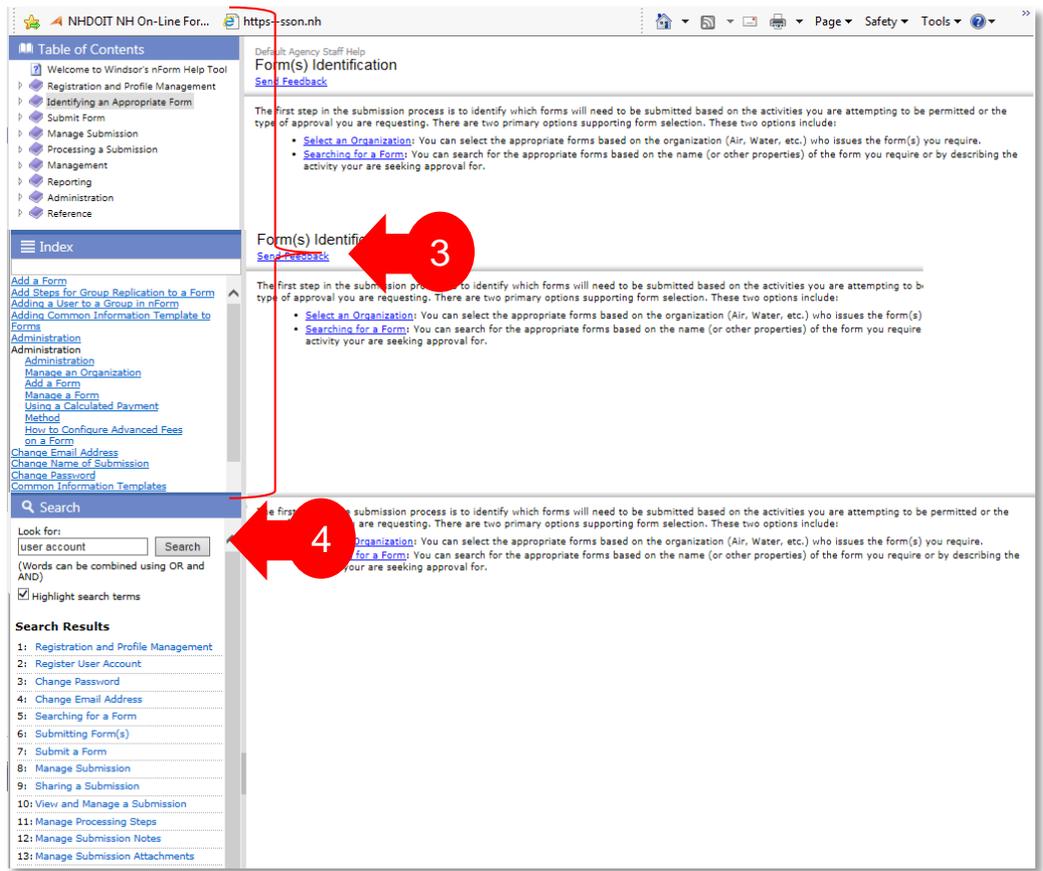
2. From the Help window, use the search tools:

- a. Table of Contents** – Click the  button to expand selections.
- b. Index** – Use the scroll scroll bar to locate the desired topic and click to select/view.
- c. Search** – Use the Search bar to enter desired topic.



3. From the Table of Contents or Index views, click on the desired help topic.

4. From the Search view, click in the Look For: field and begin typing the topic you wish to search on. Hit the [Enter] key on your keyboard or click the **Search** button.



NOTE: Details will be displayed in the window pane to the right.