nFORM Public User

State of New Hampshire

Training Program

V11172015

Training Modules

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- Printing Your Submissions
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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:

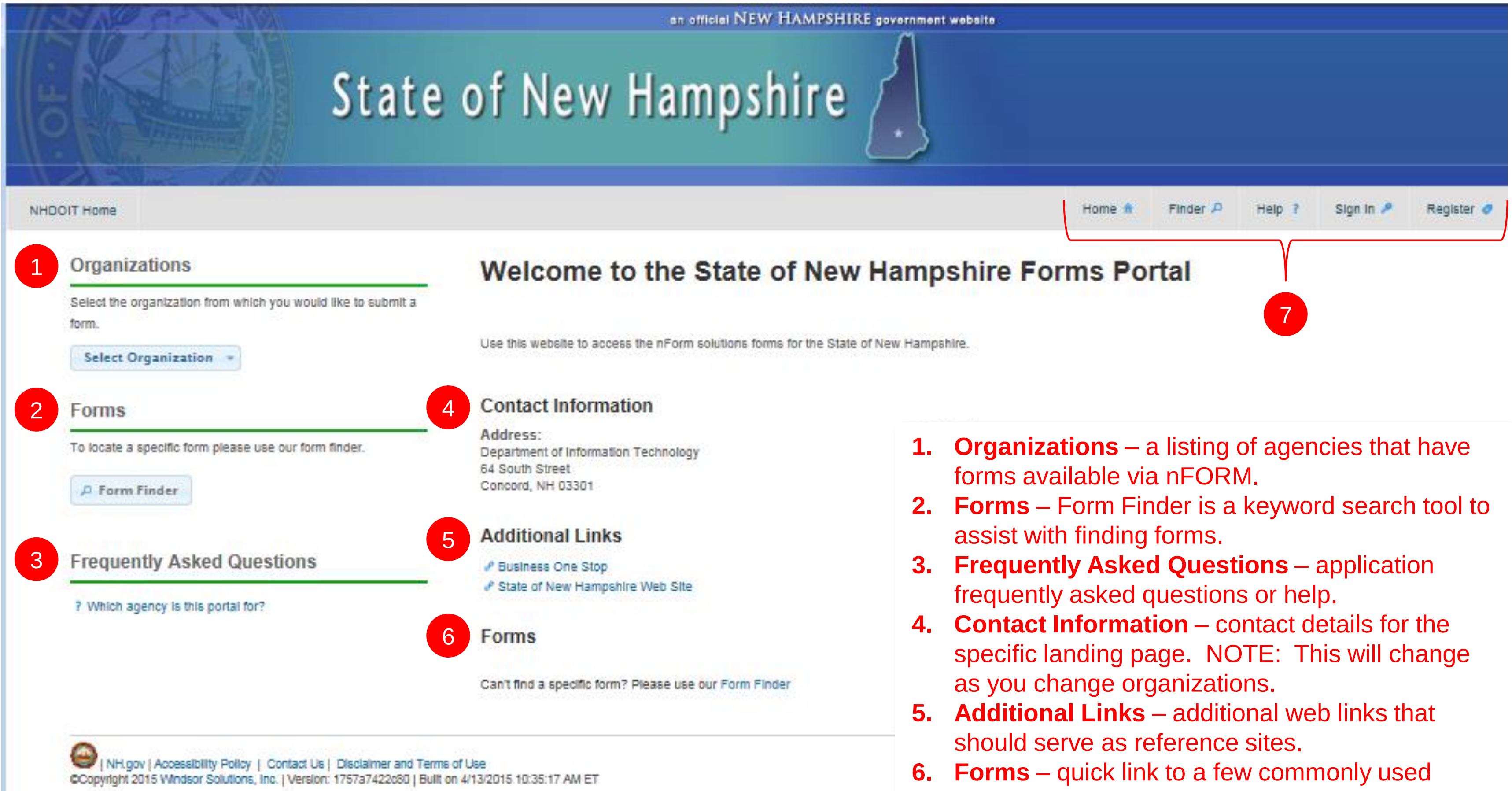
1. Internet Explorer v. 10 or higher, Chrome, Firefox or Safari.

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.

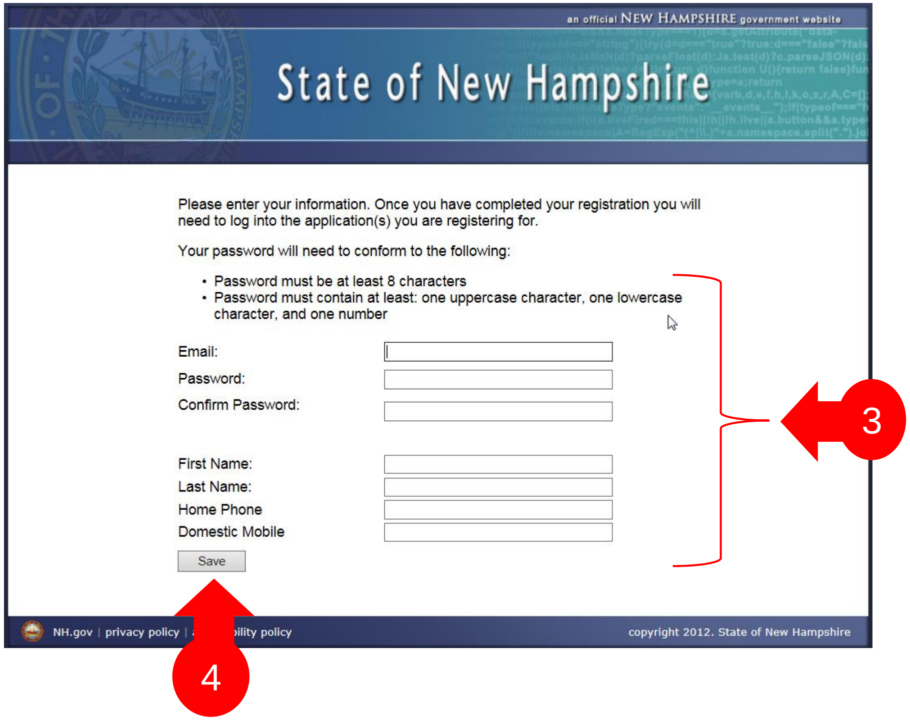


1. **Organizations** – a listing of agencies that have forms available via nFORM.
2. **Forms** – Form Finder is a keyword search tool to assist with finding forms.
3. **Frequently Asked Questions** – application frequently asked questions or help.
4. **Contact Information** – contact details for the 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.

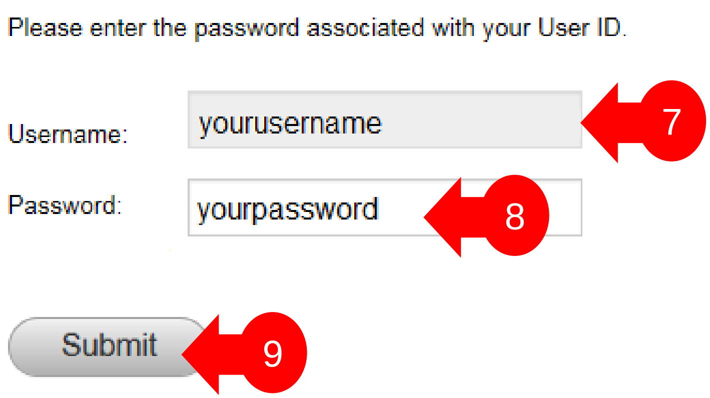
Register as a Public User

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 Register 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 Save button.
5. From the confirmation screen, click the Continue button. You will be redirected to the NH Online Forms home page.



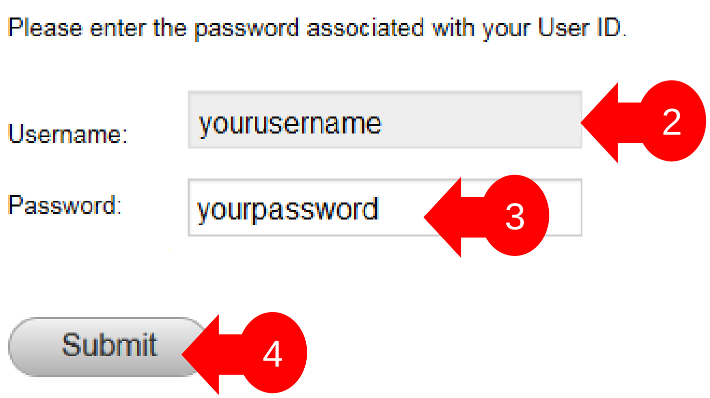
6. From the NH Online Forms page, https://forms.nh.gov/nforms, click the Sign In link, located in the upper, right-hand corner of the page.
7. From the sign page, enter your **Username** (this will be your email address) and click the Submit button.
8. When prompted, enter your **Password** (this will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



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 Sign In 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 Submit button.
3. When prompted, enter your **Password** (this will be the unique password you established during the registration process).
4. Click the Submit button.



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.

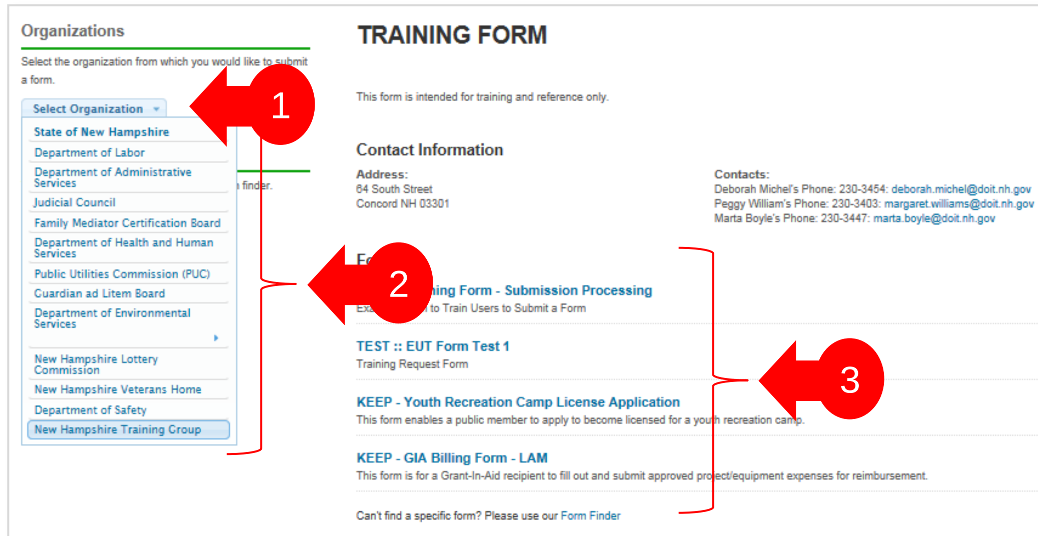
3. From the Organization view, locate and click on the desired form.

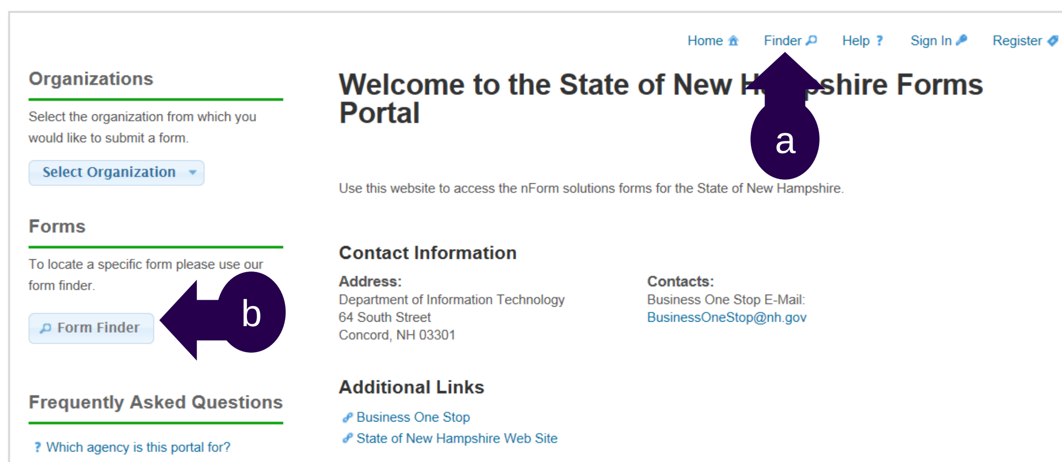
   To search for a specific form by keyword:

   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.





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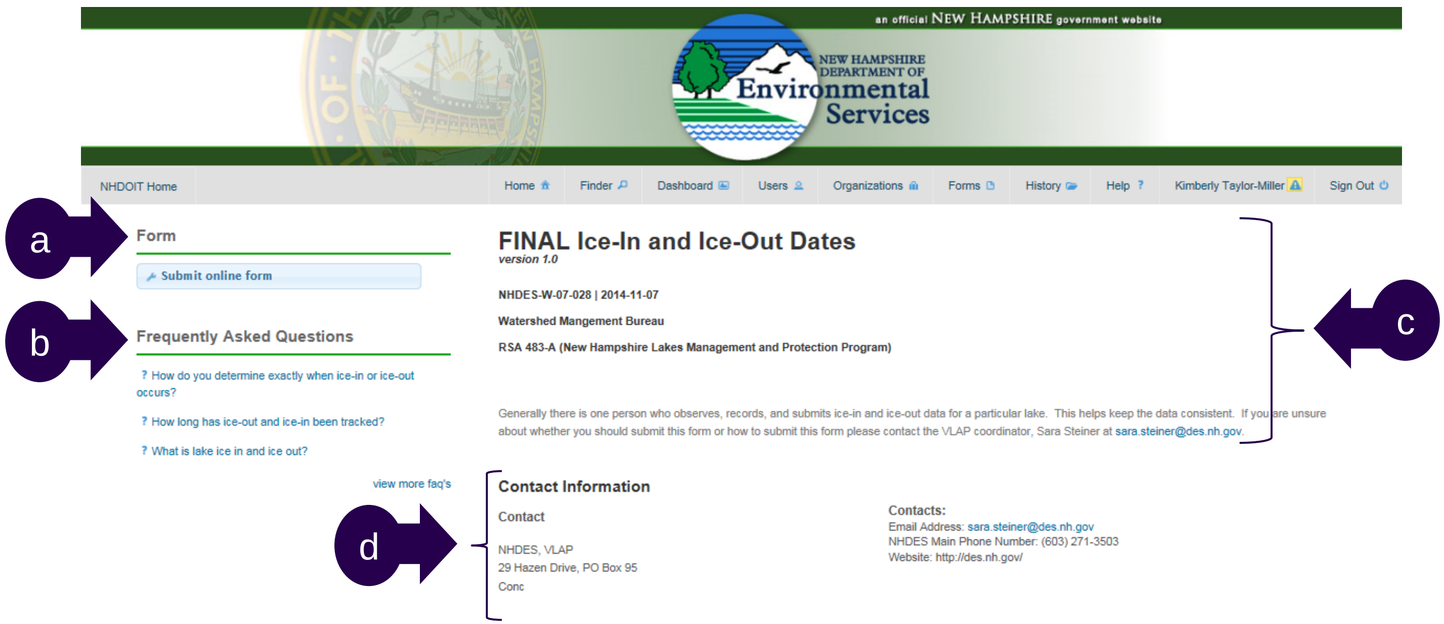
4. From the form landing page, the following resources are available to you:

   a. ***Form*** – click the Submit online form button to view/complete this form.
   b. ***Frequently Asked Questions*** – provides access to common questions and support information for this online form.
   c. ***Form details*** – provides overview details and instructions for this online form.
   d. ***Contact Information*** – provides contact information for this online form.



5. From the form view, click the Submit online form button, located in the upper, left-hand corner of the page.

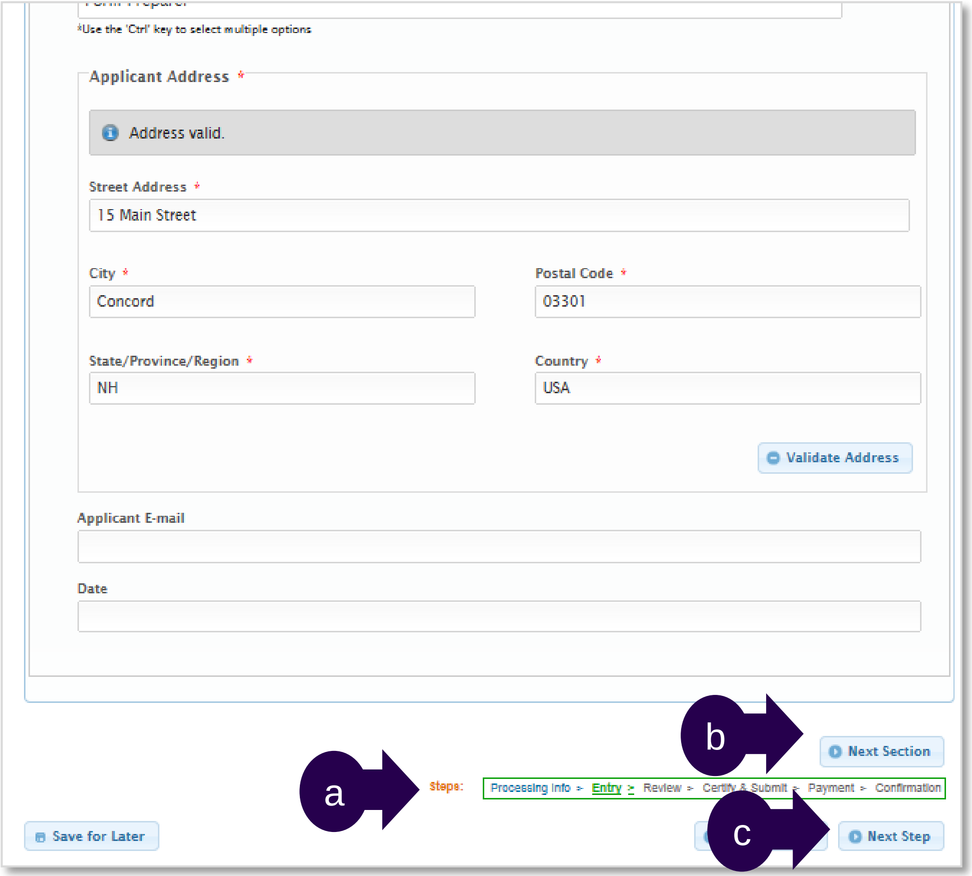
6. From the online form, complete all of the necessary/required fields.

   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 Next Section 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 Next Step button.



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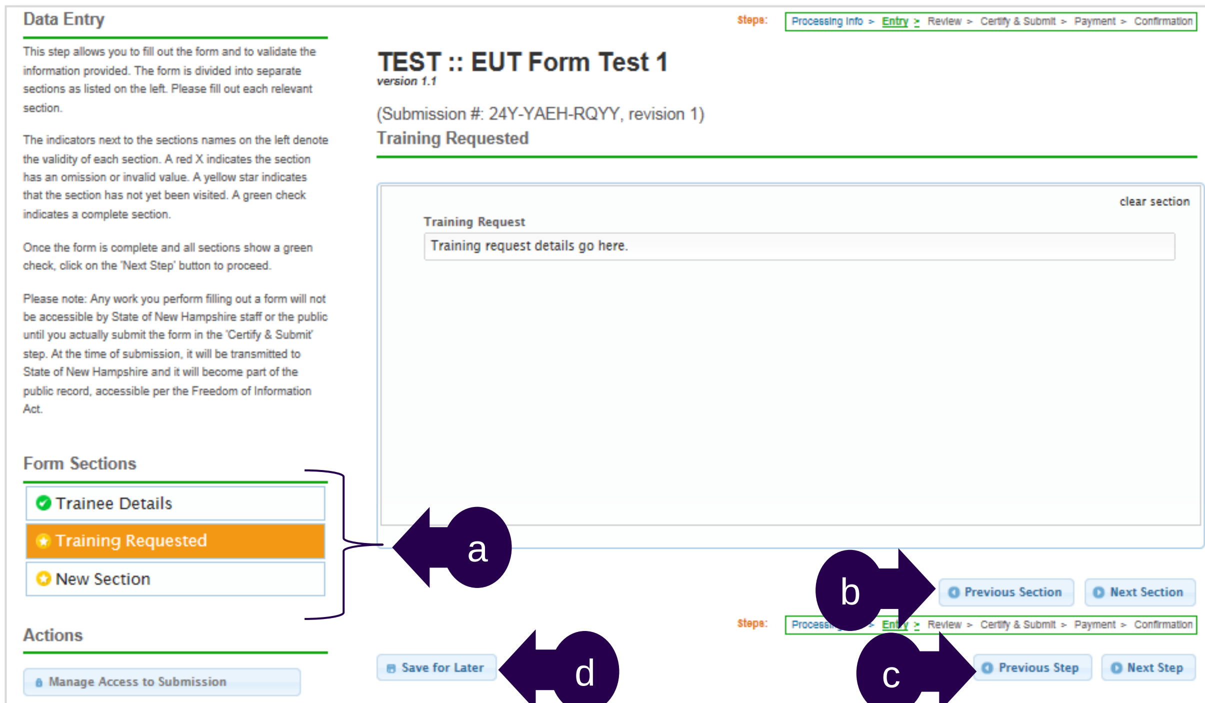
7. Repeat steps 6b & 6c until all sections are complete.

- ***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.

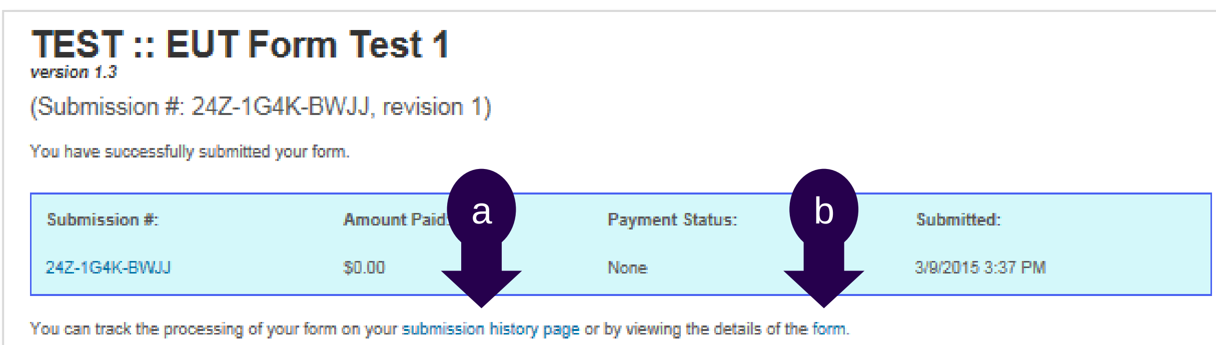


8. When all sections have been completed, click the **Next Step** button located at the lower, right-hand corner of the page. IMPORTANT: Wait for your form to load.

9. You will now see the form confirmation screen where you can review what you entered into the form.

10. Click the **Next Step** button.

11. Click the **Submit Form** 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.

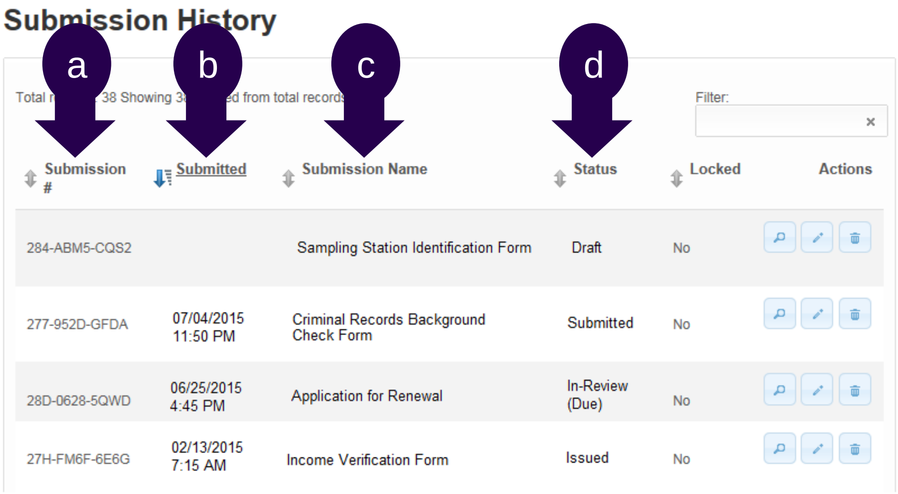
   a. ***Submission #*** – a unique number assigned to your submissions. You will use this as a reference point for tracking and inquiry purposes.

   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.

      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.

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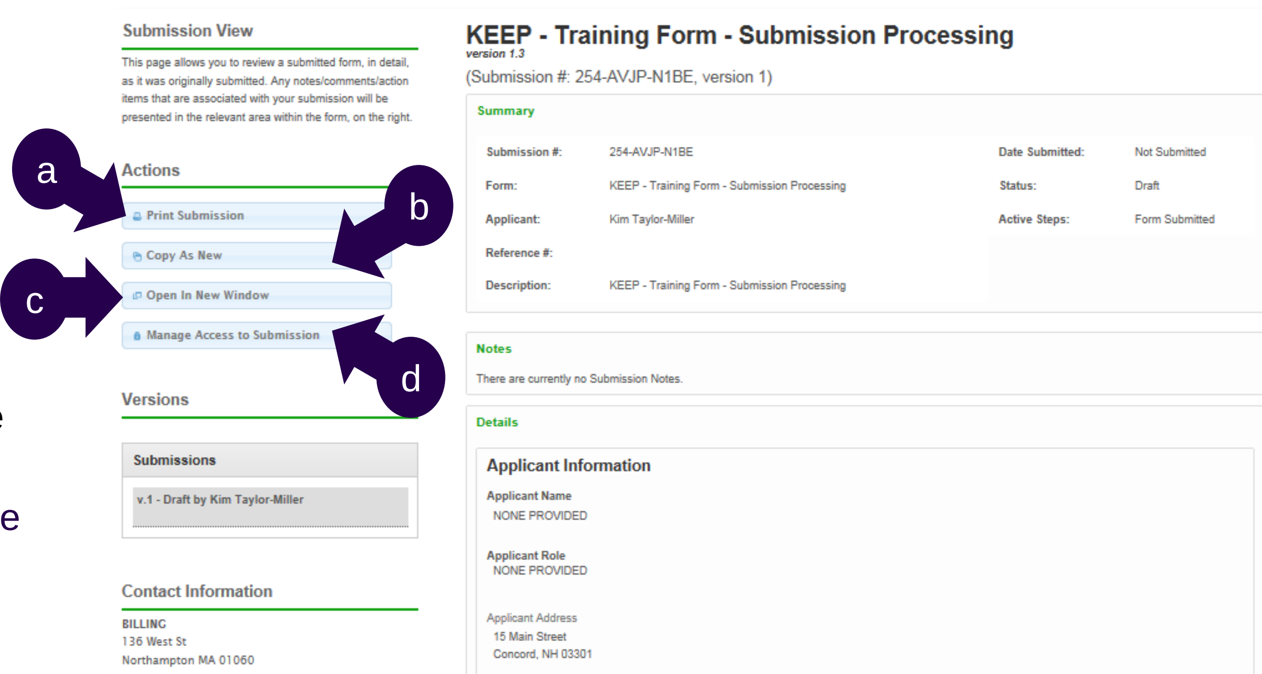
Selecting the View action will bring you to the Submission View screen. From this page you will find the following options:

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.

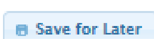


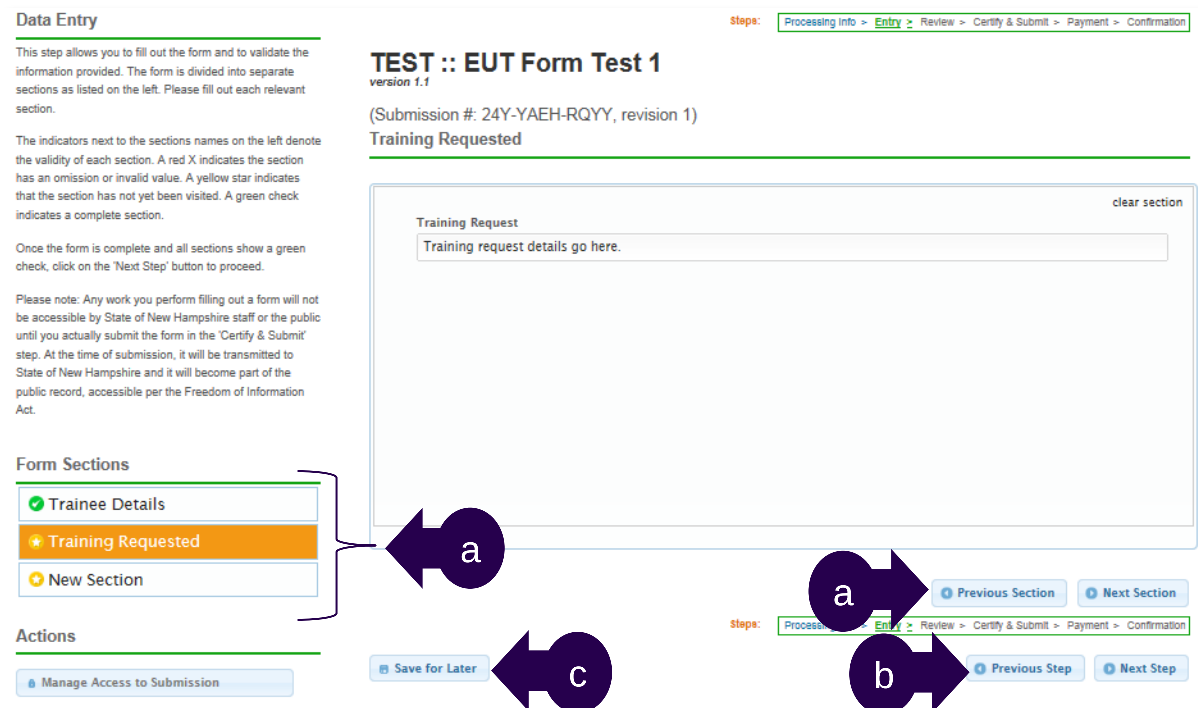
c. ***Open in New Window*** – allows you to open an identical version of the submission in a new browser window.

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 co[mpleted,]  click the button.



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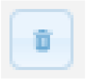
Selecting the Remove action will allow you to remove or delete submissions.

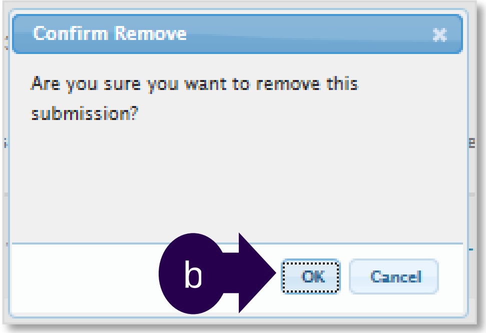
IMPORTANT: The Remove function only applies to submissions in draft mode; you cannot remove/delete a submission once it has been officially submitted.

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.

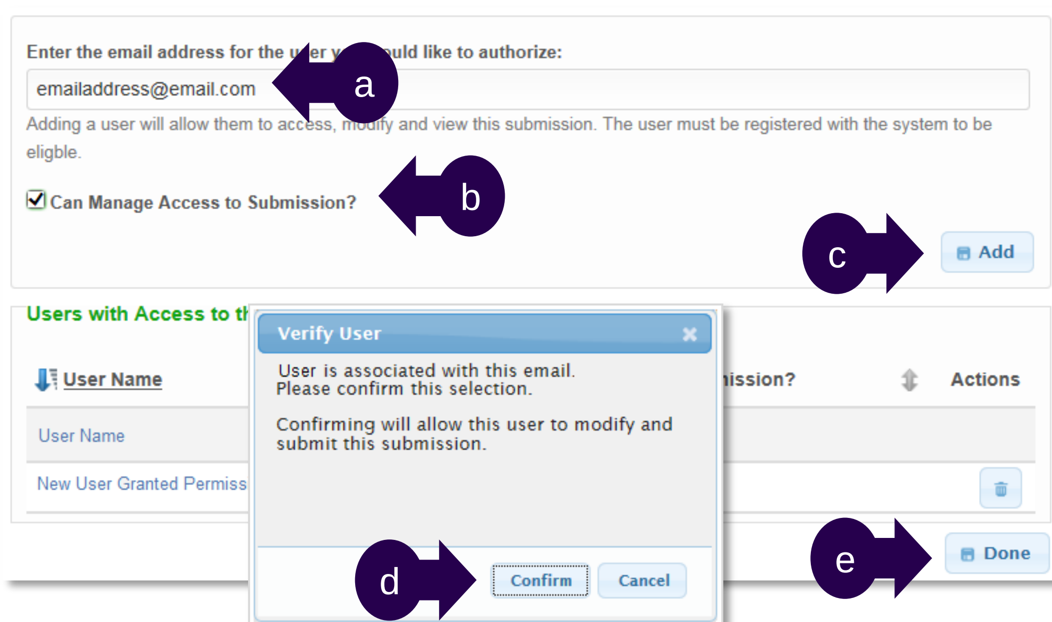
c. The submission is now removed from your history listing.



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 Manage Access to Submission 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 Confirm button.
   e. Click the **Done** button.



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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 Print Submission button from the Actions menu, located in the left-hand margin of your screen.
5. From the Print Preview window, click the **Print** button.

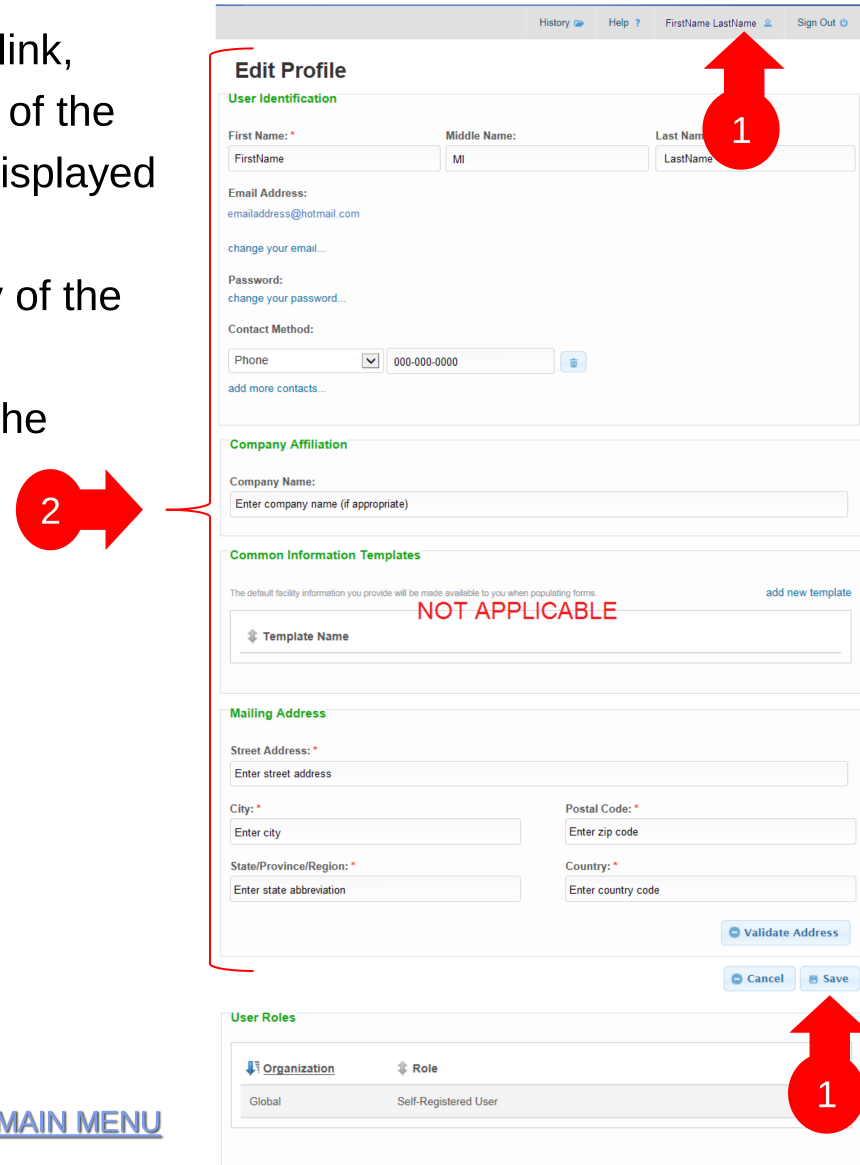
NOTE: If you are using Internet Explorer you may encounter a delay and/or may not be able to print using the Print Submission button. If you are unable to print please follow these steps:

a. From Submission View, click the Download Submission 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 Save button.



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.

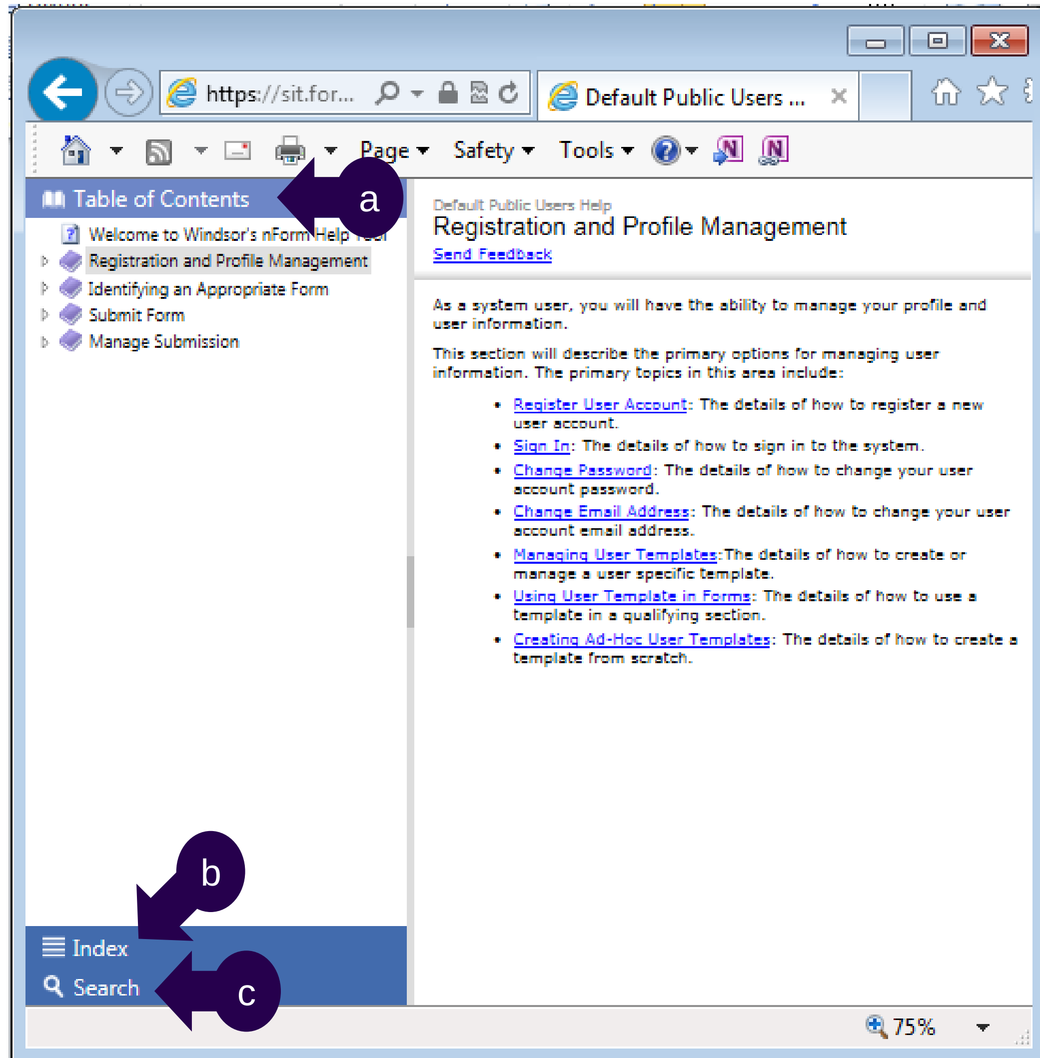
NOTE: A second window will open and displays Public User Help Files.

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.

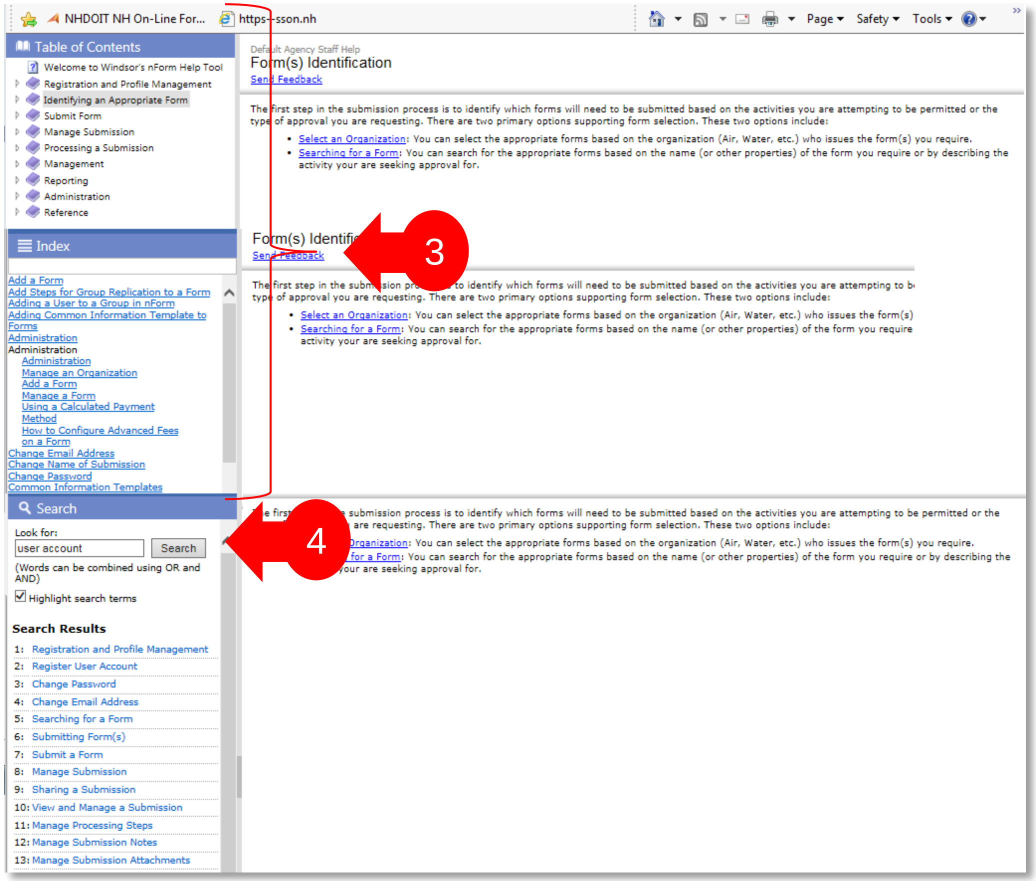
   c. ***Search*** – Use the Search bar to enter desired topic.



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

or

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.

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