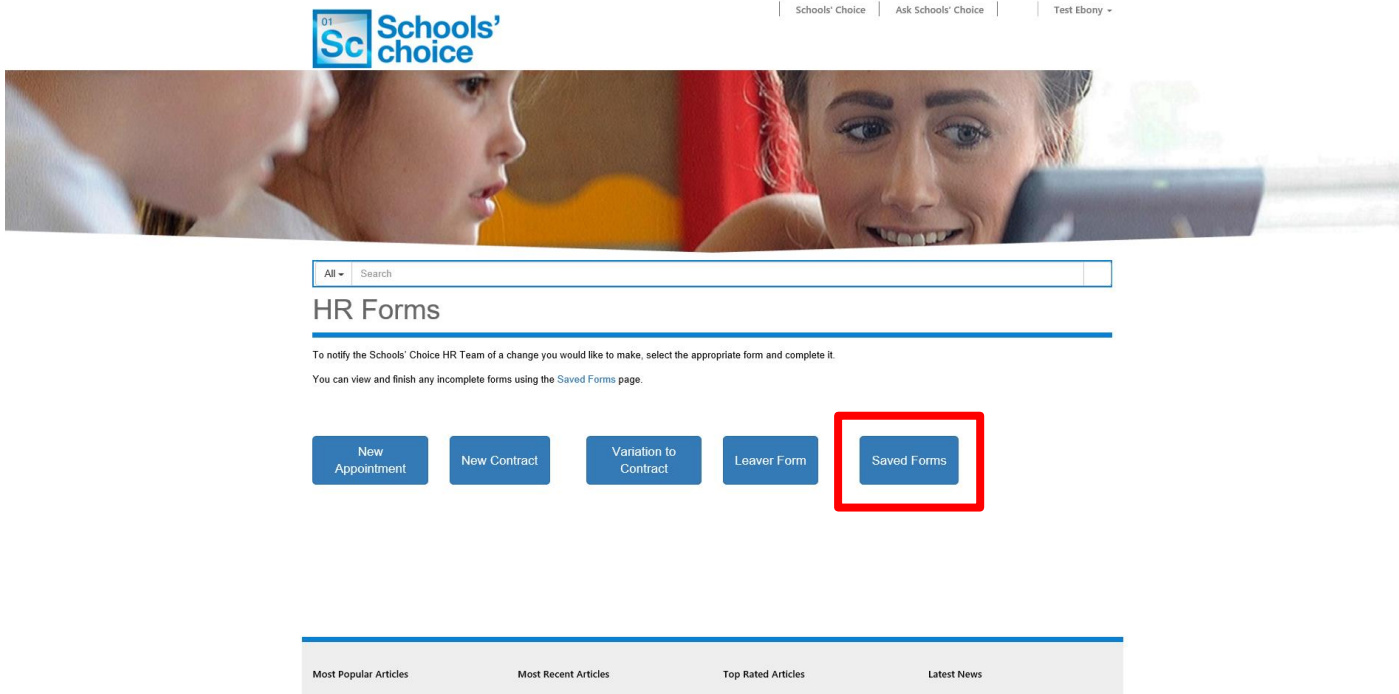
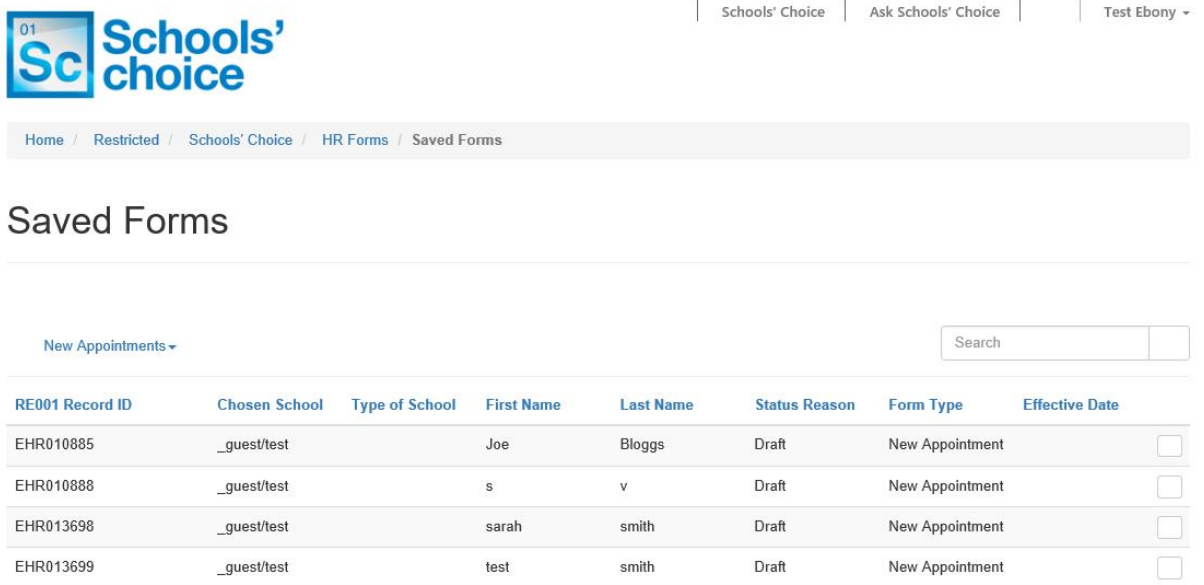


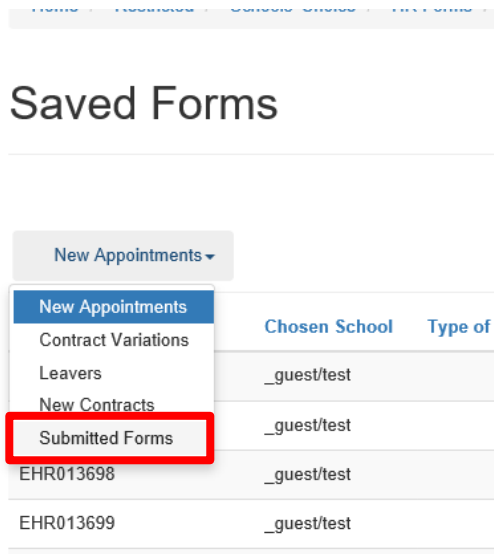
Once you have logged into the system (you will see your name in the top right hand corner of the screen if you have successfully logged in), you can navigate to 'Saved forms'



In the saved forms, you will initially be able to view any drafts that you currently have waiting to be completed and submitted:

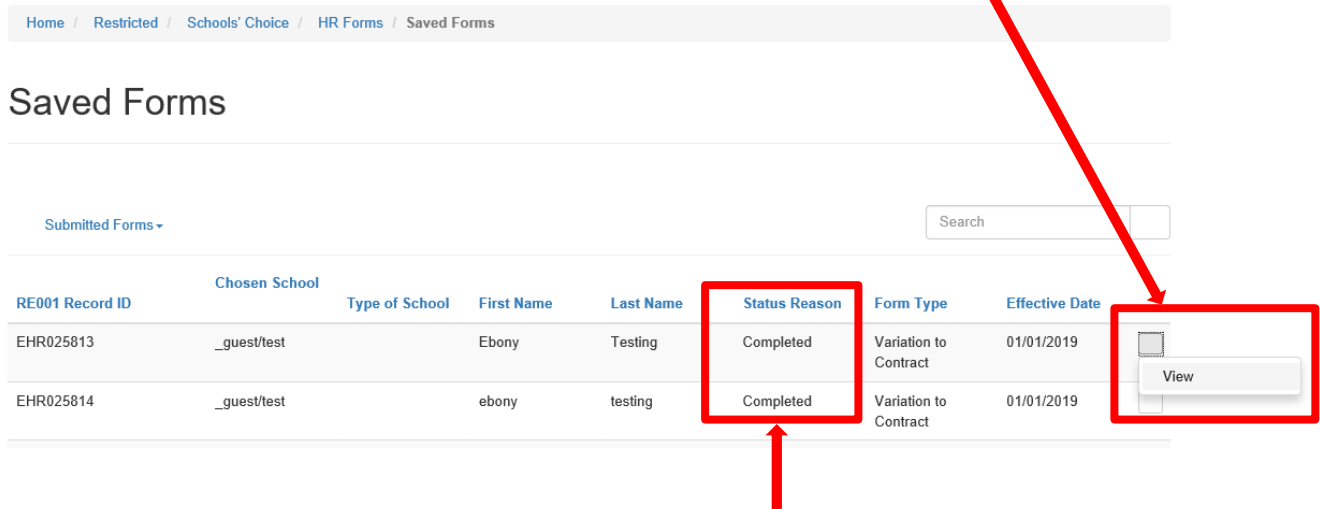


If you then click on the drop down menu and change the option from the current selection to 'Submitted' forms:



The list will then update to show all the e-forms that have been submitted to us for processing.

You are now able to view **all** previously submitted forms by clicking on the small box on the right:



You can also view status updates so you can see the stage your e-form is at in the processing.

In Addition to the above, you are now able to edit your submitted forms if the status is still showing as "submitted". If the status is showing anything other than submitted you will need to contact us in the usual way to get your e-form updated with any information that is missing or requires changing.