

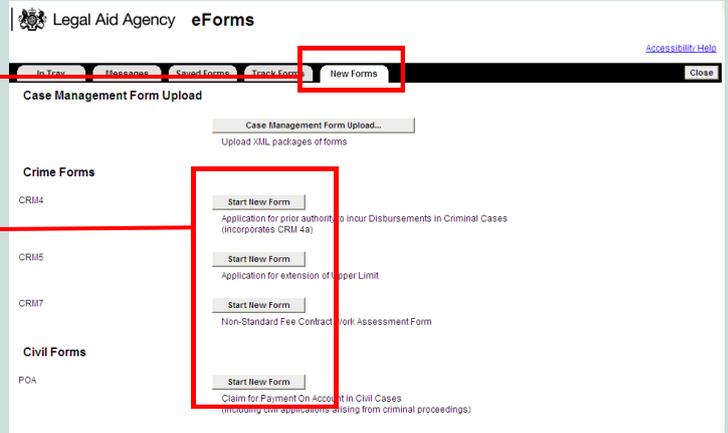


Submitting an eForm (Generic)

1. Starting a New Form

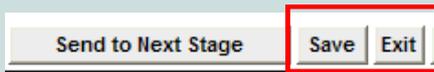
Click the **New Forms** tab on the main menu.

Click **Start New Form** as required.

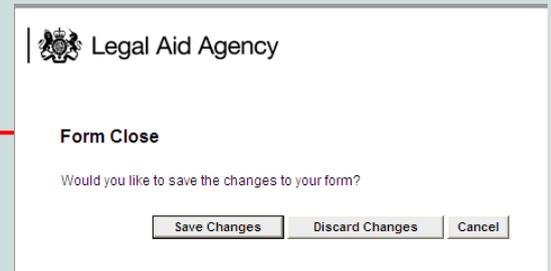


2. Saving a Partially Completed Form

You can save your progress at any stage.



If you click **Exit** without saving, you will also be prompted to save your work.



3. Opening a Saved Form

Click on **Saved Forms**

| USN / Type | Started | Last Viewed | Details |
|-------------|-------------------|-------------------|---|
| 2920 - CRM4 | 14/Feb/2013 11:48 | 14/Feb/2013 15:51 | LAA Case Ref = Client Surname = Provider Case Ref = LAA Decision = |
| 2919 - POA | 14/Feb/2013 11:47 | 14/Feb/2013 15:48 | LAA Case Ref = Client Surname = Provider Case Ref = LAA Decision = |
| 2912 - CRM7 | 29/Jan/2013 12:44 | 11/Feb/2013 15:10 | LAA Case Ref = Client Surname = Provider Case Ref = LAA Decision = |

Open the form by clicking its **ID** number on the left. Or use the option buttons to narrow your search. Use the **Previous** and **Next** links to move between pages.



4. Attaching Electronic Documents

If you need to send supporting documents and invoices, your forms will be processed much quicker if you send them electronically.

Click **Attach**.

Browse to the file you want to attach.

Once you've attached a file you can view it by clicking **Retrieve**.

5. Sending Documents Through the Post/DX

If you don't have a scanner you can send documents through the post, or by DX.

You must attach an eForms **cover sheet** so our staff can allocate the paper document to the right eForm.

Choose the **Post/DX** option button and print the pdf document that appears.

6. Submitting the eForm

When you're ready to submit, click **Send to Next Stage**.

eForms will ask you to electronically certify the form.

You will receive a notification showing the form's **Unique Submission Number** which you can use to search for the eForm.

The system will notify you when decisions are made on your submission.