How To Share A Submission

1. Log into the account that has the submission you want to share
2. Click on "My Submissions"
3. Find the Submission you want to share and click the blue Greater Than icon
4. Now that you are on the SUBMISSION OVERVIEW page, scroll to the bottom. On the right side of the page, click the big "Share With…" button, or if the form has already been shared with someone, click the big "Manage Shared Access" button.
5. Type the email of the user you want to share the form with. If you want this person to also have the ability to share the submission with others, check the box to give that user the right to share as well. The user and email must be registered with the system to be eligible.
6. Click Add
7. Click Confirm

*Note: For a Submission to be Shared with another person, that person needs to have an NY.gov account and must log into nForm using those NY.gov credentials at least 1 time to create the nForm account.

*Note: The user should receive an email notifying them that a Submission has been shared with them.

*Note: The user will be able to find the Submission in their "My Submissions".