

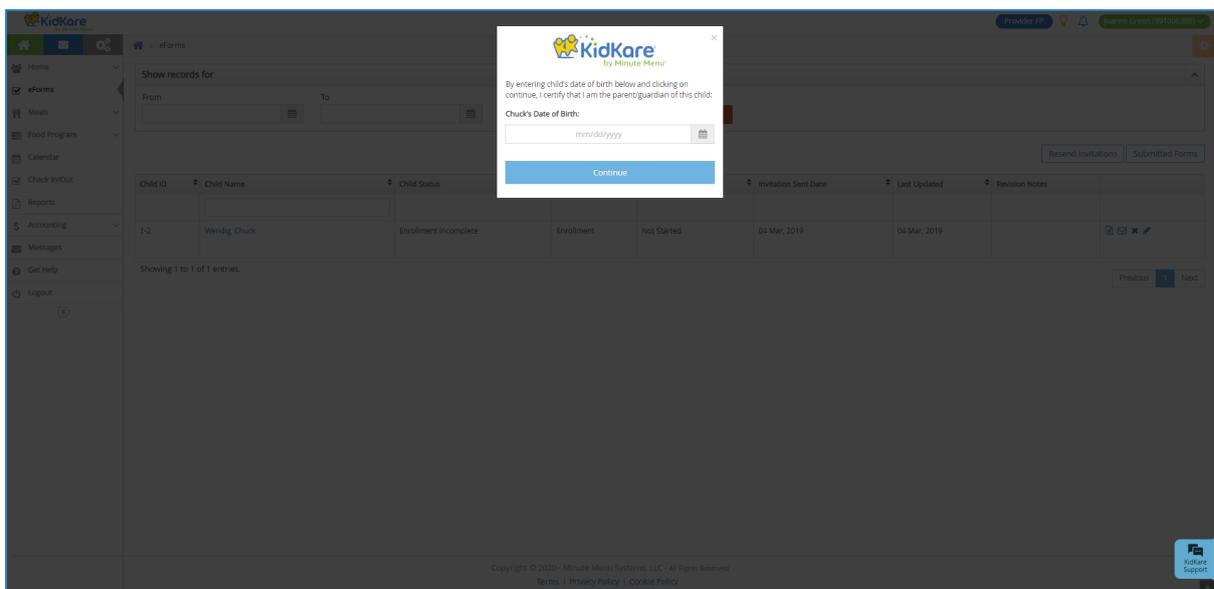
# [VIDEO] Completing eForms Onsite

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CST

You can open forms for guardians to complete on-site, if needed. This allows those guardians who do not have access to the Internet, their own device, or email address, to complete required forms. Watch the video below, or, scroll down to view step-by-step instructions.

**Note:** Your food program sponsor must enable this feature.

1. From the menu to the left, click **eForms**.
2. In the **Show Records For** section, set filters, if needed.
  - a. Use the **From** and **To** boxes to set a date range to view.
  - b. Click the **Filter** drop-down menu and select the status to view.
3. Click  for the row to open. You can open the income eligibility form, the enrollment form, or both forms.



4. Have the guardian use the computer/device to complete the forms, beginning with the participant's date of birth.

5. Once the guardian has completed each page of the form, you are returned to the eForms page. The completed form has one of the following statuses:

- **Needs Approval:** Click  to review and approve the form.
- **Submitted:** The form was submitted directly to your sponsor. No action is necessary.