[VIDEO] Completing eForms Onsite

Last Modified on 02/08/2021 9:42 am

You can open forms for guardians to complete on-site, if needed. This allows those ^{CST} 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.

KidKare							Provider FP 💡 🛕	Joanne Green (991006386) 🗸
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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:
 - \circ Needs Approval: Click \circlearrowright to review and approve the form.
 - Submitted: The form was submitted directly to your sponsor. No action is necessary.