


eForms Reports

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The eForms Reports page allows you to retrieve, view, and print enrollment records. This includes both enrollment forms (EF) and income eligibility forms (IEF). Each form type is listed on a separate line.

Note: Your food program sponsor must enable this feature. Sponsors, click [here](#) for more information about eForms.

1. From the menu to the left, click **Reports**.
2. In the **Show Records For** section, set filters for the forms to retrieve.
 - a. Click the first drop-down menu and select **Enrollment** or **Re Enrollment**.
 - b. Click the second drop-down menu and select **EF**, **IEF**, or **All Forms Types**.
 - c. Click the third drop-down menu and select **Current Year**, **Previous Year**, or **Custom Date**. If you select **Custom Date**, use the **From** and **To** boxes to set the date range to view.
 - d. Click **Run**. The records meeting the limits you set display.
3. Set additional filters/sorts, as needed.
 - Click the **Child Name** box in the table and begin typing to search for a particular child.
 - Click  in the top-right corner and select **First Name** or **Last Name** to sort by first or last name.
 - Click the **Child Name** column or the **Last Updated** column to sort records in ascending or descending order.
4. To view individual forms for a particular record, click **View Form** on the appropriate row. A PDF downloads.
5. To view multiple forms together:
 - Check the **box** next to the records to view.
 - Click **Combine & Print Forms**. A combined PDF downloads.