
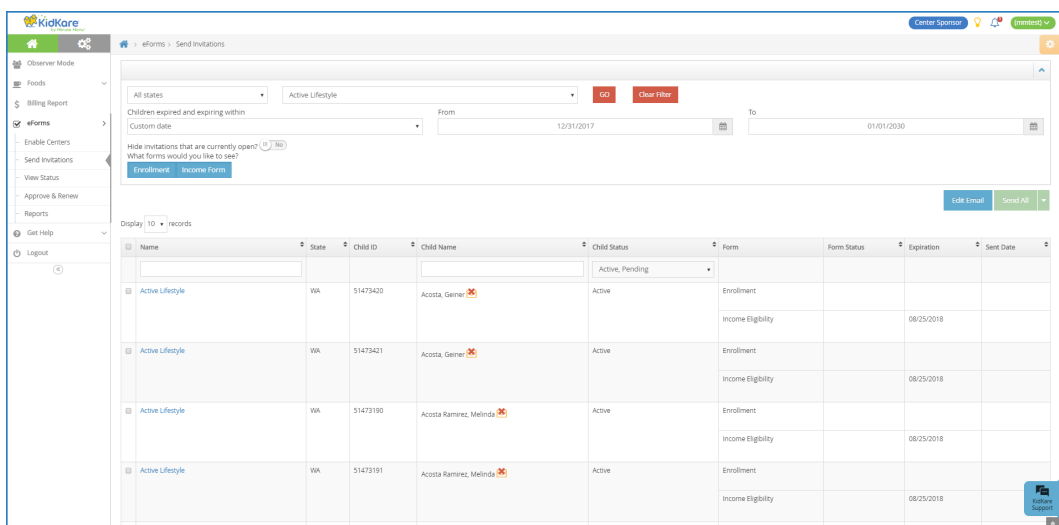




[VIDEO] Send Renewal Invitations with eForms

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CDT

1. From the menu to the left, click **eForms**.
2. Click **Send Invitations**.
3. Set filters for the centers/children to include.
 - a. Click the **State** drop-down menu and select the state(s) to view. This option is only available if you are set up for multiple states.
 - b. Click the **Centers** drop-down menu and select the specific center(s) to view.
 - c. Click the **Child Expired and Expiring Within** drop-down menu and select 30 Days, 60 Days, 90 Days, or Custom Date. If you select Custom Date, set a date range in the **From/To** boxes.
 - d. Click  next to **Hide Invitations That Are Currently Open** to hide open invitations. This is set to No by default.
 - e. In the **What Forms Would You Like to See** section, click elect Enrollment, Income Form, or both.
 - f. Click Go.
4. Check the box next to the child/center to which to send an invitation. You can also check the box at the top of the column to select all displayed records.



5. Click  and select All, EF, or IEF. Parents with an email address are emailed directly.  displays next to children for whom there is no email address on file.