

## The All New Form D Process-Submit-Volunteers

There are two ways to submit a Form D for a Host family application:

1. Upload and submit for review
2. Fill in the online form and submit for review

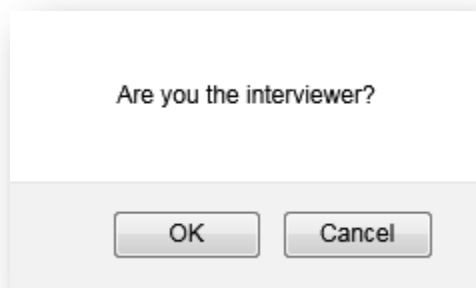
How do we Submit?

1. Go to the Host family Application Module and search for the host family you are submitting for
2. Go to the Service Case Detail page to find the new "Interview Form " button at the top of the page:

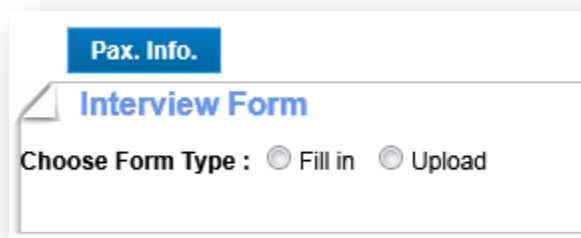
### Service Case : Detail

Placement Info. (0)	Person Info.	Travel Info. (0,0)
Finance Info.	Support Info.	Extra Info.
Interest Info. (0)	Monthly Contact	History Log
Exchange Summary	Resend Pax Info	Find Duplicate
Print Form	Activity	Checklist
Reference	Background Checks	Interview Form

3. Click on the "Interview Form" button then click OK when you see this Pop-up window:

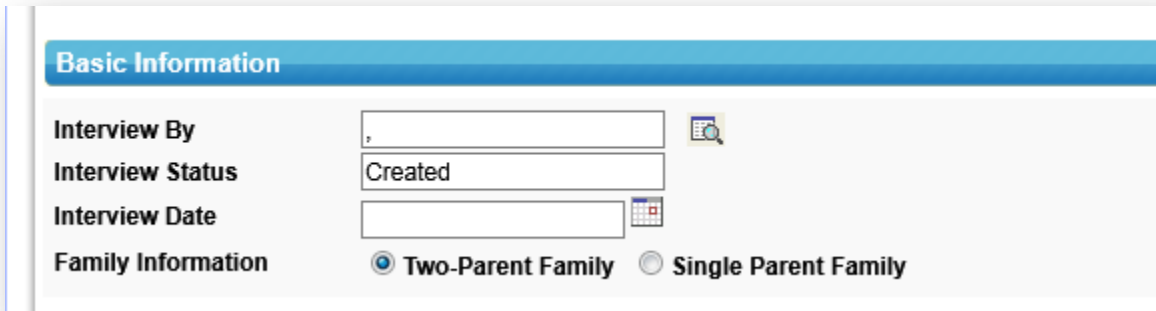


4. You will now have the option to either fill in the online form or to upload a received document from your volunteer.



## To Upload a Form

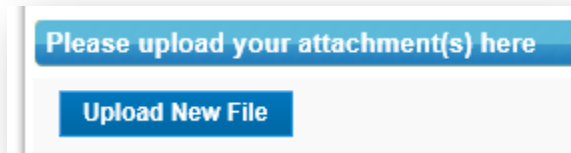
1. Select upload to attach your document and begin with the basic information section:
  - a. Your name will appear in the “interview by” box
  - b. Add the date the interview was done by using the calendar pop-up box
  - c. Select whether it is a two parent or single parent no children in the home family



The screenshot shows a form titled "Basic Information" with the following fields and options:

- Interview By:** A text input field with a magnifying glass icon to its right.
- Interview Status:** A dropdown menu currently showing "Created".
- Interview Date:** A text input field with a calendar icon to its right.
- Family Information:** Two radio button options: "Two-Parent Family" (which is selected) and "Single Parent Family".

2. Upload your Form D



The screenshot shows a blue header bar with the text "Please upload your attachment(s) here" and a blue button below it labeled "Upload New File".

3. Finally, type your own name in the box labeled “Interviewer/Submit Name” then click the “Yes, I accept” box and Click the box to Submit Electronic Signature



The screenshot shows a form section with the following elements:

- Interviewer/Submit Name:** A text input field with the placeholder text "Please type name and last name here".
- I accept the agreement:** A checkbox labeled "Yes, I accept.".
- Agreement Date:** A text input field.
- Submit Button:** A blue button labeled "Click here to submit electronic signature(s)".

4. The Submit button will appear at the top of the form. Click Submit



The screenshot shows three blue buttons in a row: "Save as Draft", "Submit", and "Pax. Info.".

### To complete the Fillable Form D

1. Complete all the questions on the form as you would the word document
2. Type your own name in the box labeled "Interviewer/Submit Name" then click the "Yes, I accept" box and Click the box to Submit Electronic Signature

<b>Interviewer/Submit Name</b>	<b>Please type name and last name here</b>	<b>I accept the agreement</b>	<b>Agreement Date</b>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes, I accept.	<input type="text"/>
<a href="#">Click here to submit electronic signature(s)</a>			

3. The Submit button will appear at the top of the form. Click Submit

<a href="#">Save as Draft</a>	<a href="#">Submit</a>	<a href="#">Pax. Info.</a>
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4. You can Save as Draft at any time and come back to finish filling out the Form D at a later time.