Step 1 - From Home select **Forms**

Step 2 - Select **Send a Form**

Step 3 - Select the appropriate **Reference Survey** and then **Continue with Selected Forms**

Step 4 - Select **Other Email** and enter the email address (or multiple addresses) of who will be filling out the reference form, then click **Next**

Step 5 - Select the **Applicant** you will be requesting the references then click **Next**
Step 6 - Click **Finish and Deliver** to send email to recipients (you may check the box to **Receive Email Notifications on Submission**).

Step 7 - Email has been sent to recipient and recipient fills out the form (same questions as on hard copy).

Step 8 - Once the form is submitted you will receive an email indicating that it is completed.

Step 9 - From Main Menu click on **Forms**.

Step 10 - View Submitted Forms by Category.

Step 11 - Reference Surveys.

Step 12 - Select reference survey category.
Step 13 - All Forms

Step 14 - Print - to view and print the completed reference survey