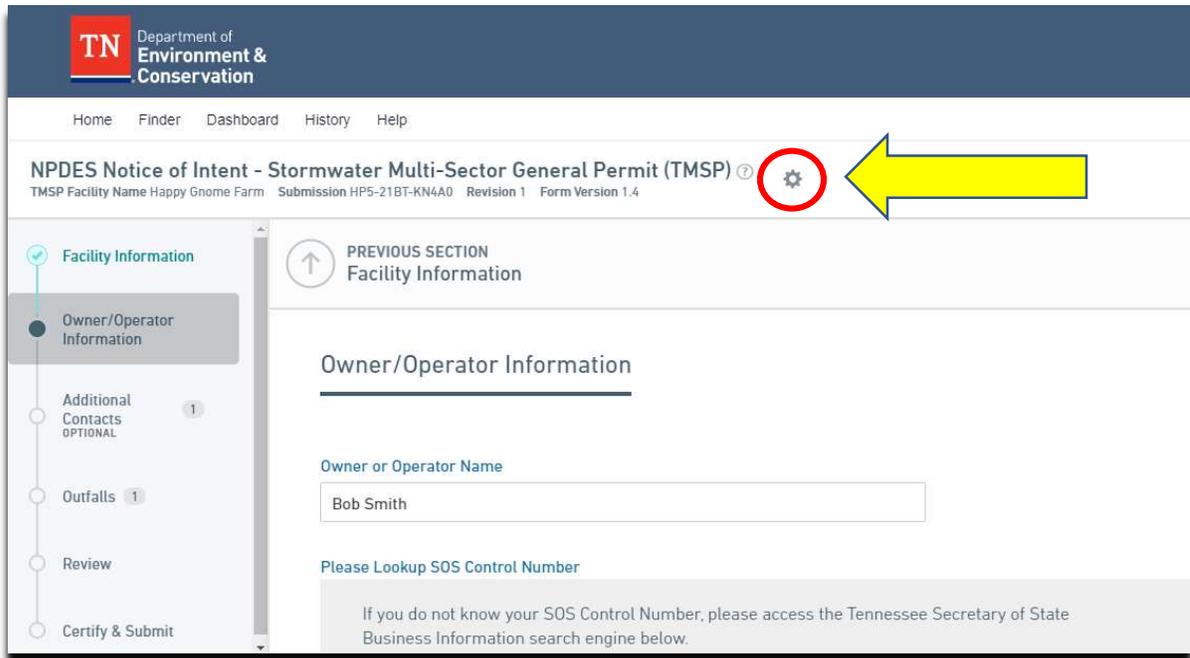


FAQ: How Do I Invite Owners/Operators to Sign a Form?

Complete the following steps to allow Owners/Operators the ability to sign and edit a form as needed.

1. While completing the **Owner/Operator Information** section of the form, click on the **cog icon** beside the form name.



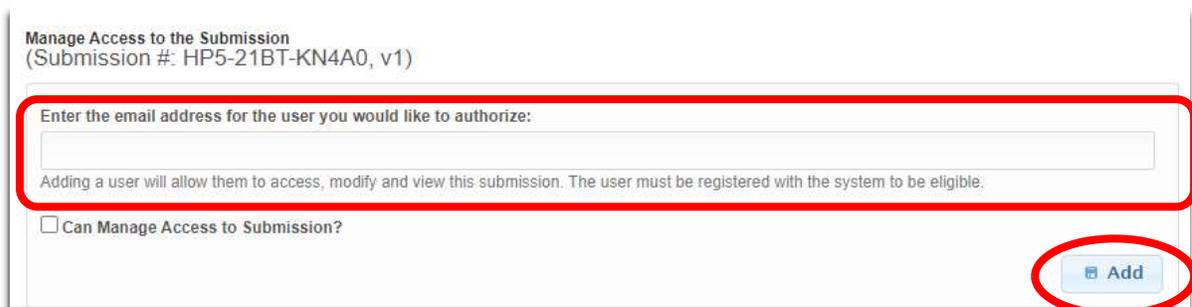
The screenshot shows the 'NPDES Notice of Intent - Stormwater Multi-Sector General Permit (TMSP)' form. The form name is circled in red, and a yellow arrow points to a cog icon next to it. The form is currently on the 'Owner/Operator Information' section, with a sidebar on the left showing navigation options like 'Facility Information', 'Owner/Operator Information', 'Additional Contacts', 'Outfalls', 'Review', and 'Certify & Submit'.

2. A drop-down menu will appear, select **Manage Shared Access**.



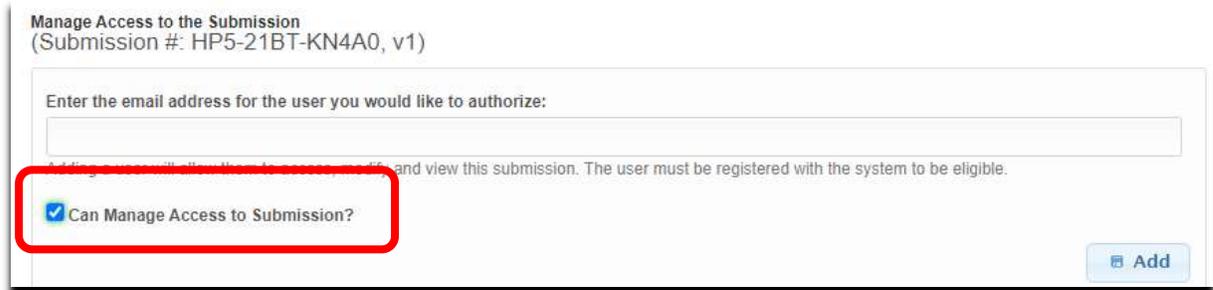
The screenshot shows a drop-down menu with two options: 'Manage Shared Access' and 'Delete Draft'. A yellow arrow points to the 'Manage Shared Access' option, which is highlighted.

3. Enter the email address for the user you would like to authorize to sign and edit the form and then click **Add**. You may enter multiple email addresses as needed.



The screenshot shows the 'Manage Access to the Submission' form. The input field for the email address is circled in red, and a yellow arrow points to it. Below the input field is a checkbox labeled 'Can Manage Access to Submission?'. The 'Add' button is also circled in red.

4. Checking the **Can Manage Access to Submission?** box will allow that user to **edit the form, share the form with others to edit, invite others to sign the form** (if the form allows invites), and **sign the form** (if they are a delegated signatory).



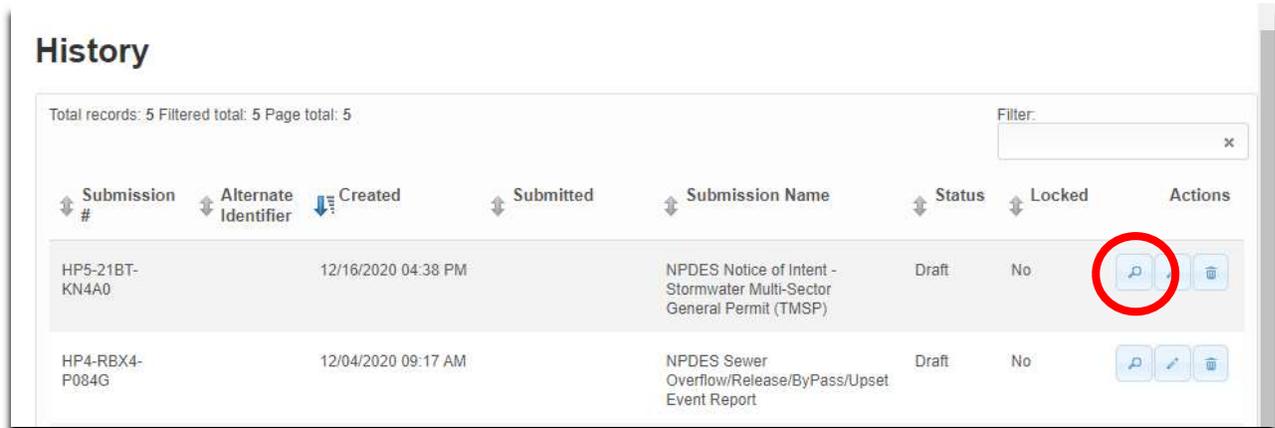
Manage Access to the Submission
(Submission #: HP5-21BT-KN4A0, v1)

Enter the email address for the user you would like to authorize:

Can Manage Access to Submission?

Leaving the **Can Manage Access to Submission?** box *unchecked* will allow that user to **edit the form, invite others to sign the form** (if the form allows invites), and **sign the form** (if they are a delegated signatory), but they will not be able to share the form with others to edit.

5. Alternatively, you can access the **Manage Shared Access** section by clicking on the **History** tab at the top of your screen and clicking on the **magnifying glass icon** next to the submission you wish to edit.



History

Total records: 5 Filtered total: 5 Page total: 5

Filter:

Submission #	Alternate Identifier	Created	Submitted	Submission Name	Status	Locked	Actions
HP5-21BT-KN4A0		12/16/2020 04:38 PM		NPDES Notice of Intent - Stormwater Multi-Sector General Permit (TMSP)	Draft	No	 
HP4-RBX4-P084G		12/04/2020 09:17 AM		NPDES Sewer Overflow/Release/ByPass/Upset Event Report	Draft	No	  

6. This will direct you to the **Submission Overview** page. Scroll down to the **Access** section in the bottom right corner and click on **Share with...**



Note: If you elect to invite other users to sign the form while in the **Signing** section (see picture below), those users will be able to **sign the form** (if they have an account in MyTDEC Forms and have received electronic signatory rights), but they will **not be able to edit the form**. This would be an appropriate level of sharing for Contractors who are associated with the application, but would not be appropriate for Owners/Operators who will likely need the ability to edit the form in addition to signing.

Additional Contacts
OPTIONAL

Ready Mix Concrete
Facility Description

Regularly Used
Washout
Locations

Review

Signing

Signing

1 Choose Signers

Will you need any others to sign this form?

No
I will be the only signer.

Yes
I need to invite other users to sign.