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.

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

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.
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).

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.

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.