# MyTDEC Forms Application: Finding a Form to Begin a Submission

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Version 1.2



# How do I find and start a form?

## Overview

The following document will provide step-by-step guidance on how to find and begin a form. Following these guidelines will result in your ability to locate any type of form available on the platform and begin a submission.

## Step-by-Step Guide

<b>ep 1-</b> Login to your Account	
1 Selecting Sign In	
egin by navigating to <u>https:/</u> a <b>"Sign In</b> " from the list of op	<u>/forms.tdec.tn.gov/</u> . Once you see the screen below <sub>7</sub> click otions at the top of the page.
TN Department of Environment & Conservation Home Finder Help Sign In Register	
Organizations	Welcome to MyTDEC Forms!
Select the organization from which you would like to submit a form.	Welcome to MyTDEC Forms, the State of Tennessee's Department of Environmental Conservation online form portal!
Forms	Forms
To locate a specific form please use our form finder.	Can't find a specific form? Please use our Form Finder
O Form Finder	





### **Step 1 –** Login to your Account

### 1.2 Sign In with Credentials

After selecting sign in, please fill in the **"User ID"** and **"Password"** fields. If you forgot your password, please select "forgot password" and follow the subsequent steps to reset that information. Once you have entered your user ID and password into the appropriate fields, please select **"OK"** to complete the log in process.

Sign In	د
In most cas agency user your agency	es your User ID is your registered email address. If you are an r and your agency has opted to use Windows Authentication, y's Windows username will be your User ID.
User ID:*	
Password:*	
	OK Forgot Password Register Cancel





#### **Step 2 –** Finding/Searching for a Form

#### 2.1 Form Finder Options

As demonstrated in the image below, there are **2 easy ways** to find the form you need. Click on either the "**Finder" link** located in the header, or the "**Form Finder" button** located at the bottom of the home page. Both will take you to **a search tool [bar]** where you can enter the name of the form or application you are looking for. If you do not know the exact name of the form or application, enter **words related to the form you are attempting to locate** in the search bar to find the form you need. The results will appear in a list below the search tool [bar] under the "**Recommended Forms**" heading. Click on the title of the form or application you would like to submit.







#### Step 2 – Finding/Searching for a Form

### 2.2 Alternative Search by Organization

You can also return to the home page and find a form by selecting an organization. Below the "**Organizations**" header, click **"Select Organization"** from the drop-down menu. You will be linked to a page that lists all forms associated with that organization. Scroll through the list to find the form you need.

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rganizations		Welcome to MyTDEC Forms!	
Hect the organization from which you we bound a form. Select Organization	ould like to	Welcome to MyTDEC Forms, the State of Tennessee's Department of Environmental Conservation online form portal!	
Division of State Parks		Forms	
Division of Water Resources Training	finder.	Can't find a specific form? Please use our Form Finder	
P Form Finder			

