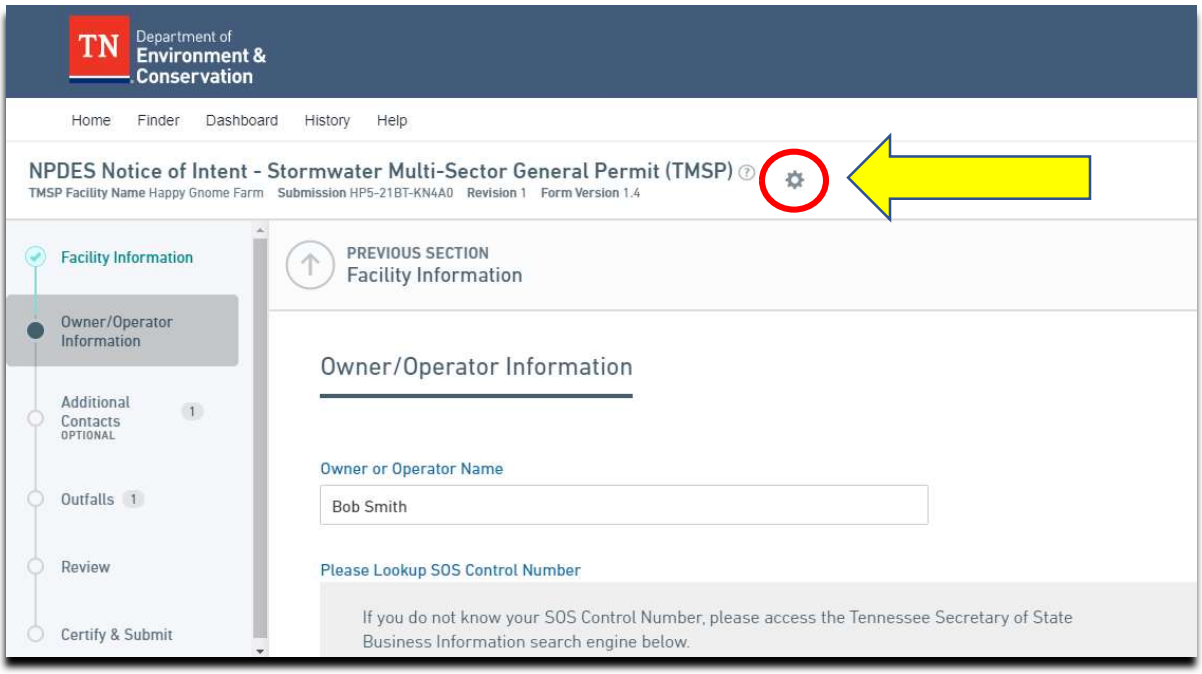
Department of Environment & Conservation

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

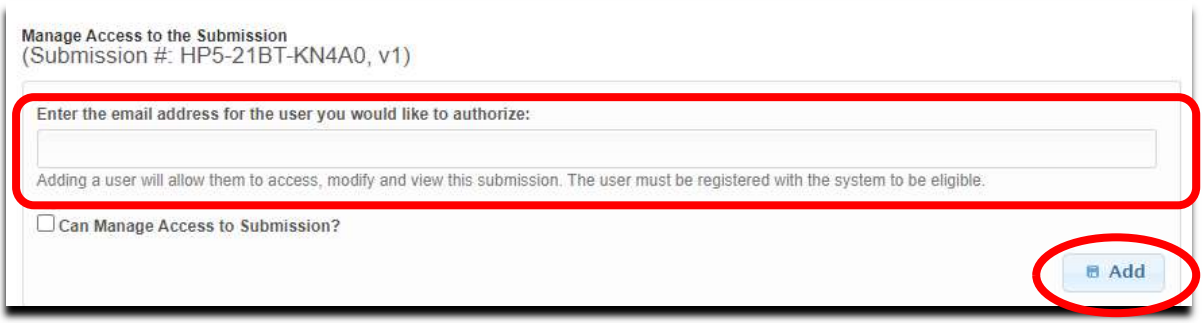
Complete the following steps to allow Owners/Operators the ability to sign and edit a form as needed.

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

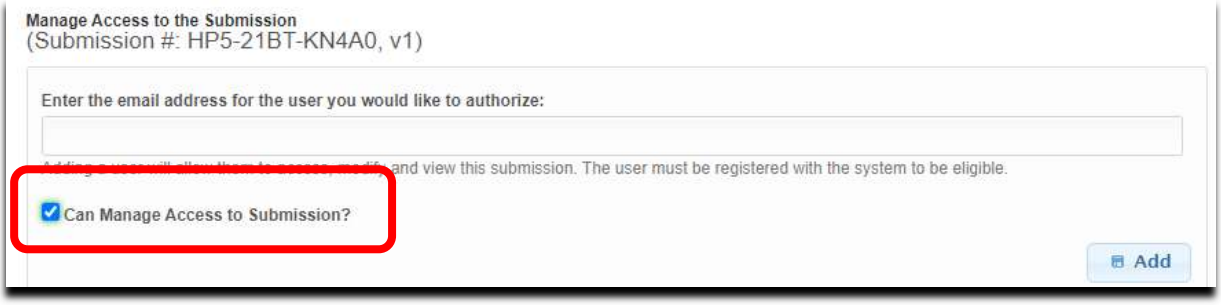


2. A drop-down menu will appear, select **Manage Shared Access**.

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.

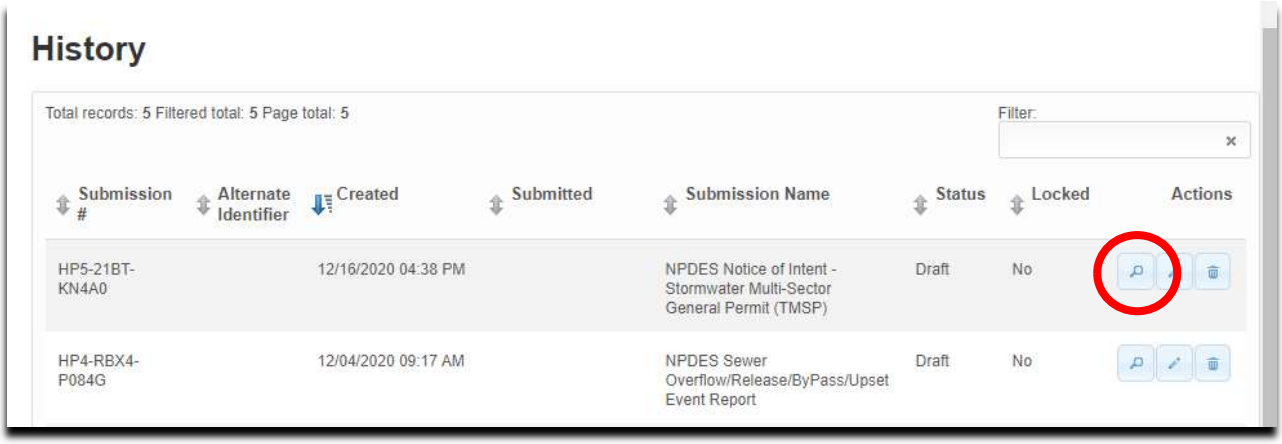


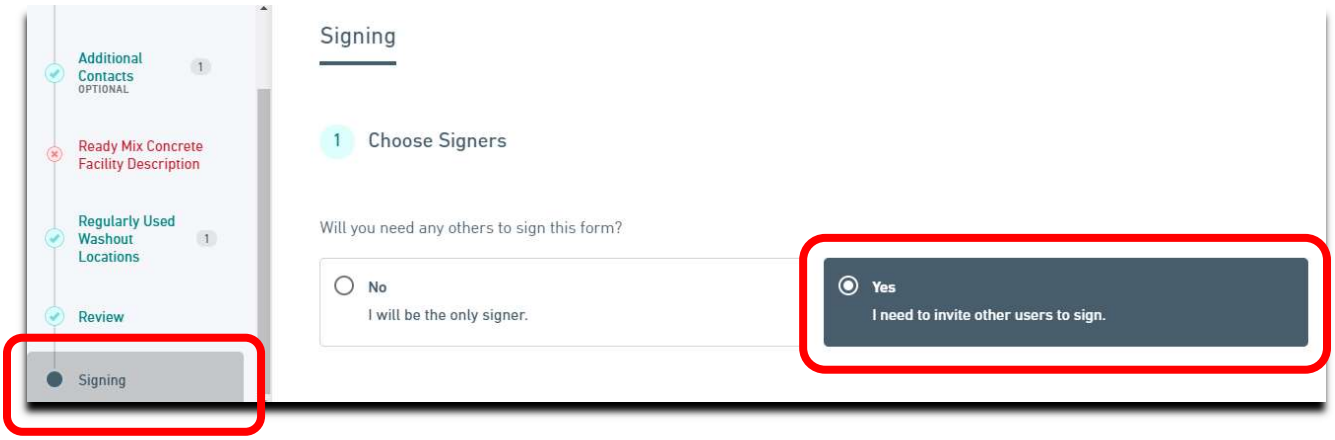
4. Checking the **Can Manage Access to Submission?** box will allow that user to **edit the form**, **share the form with others to edit**, **invite others to sign the form** (if the form allows invites), **and sign the form** (if they are a delegated signatory).



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.