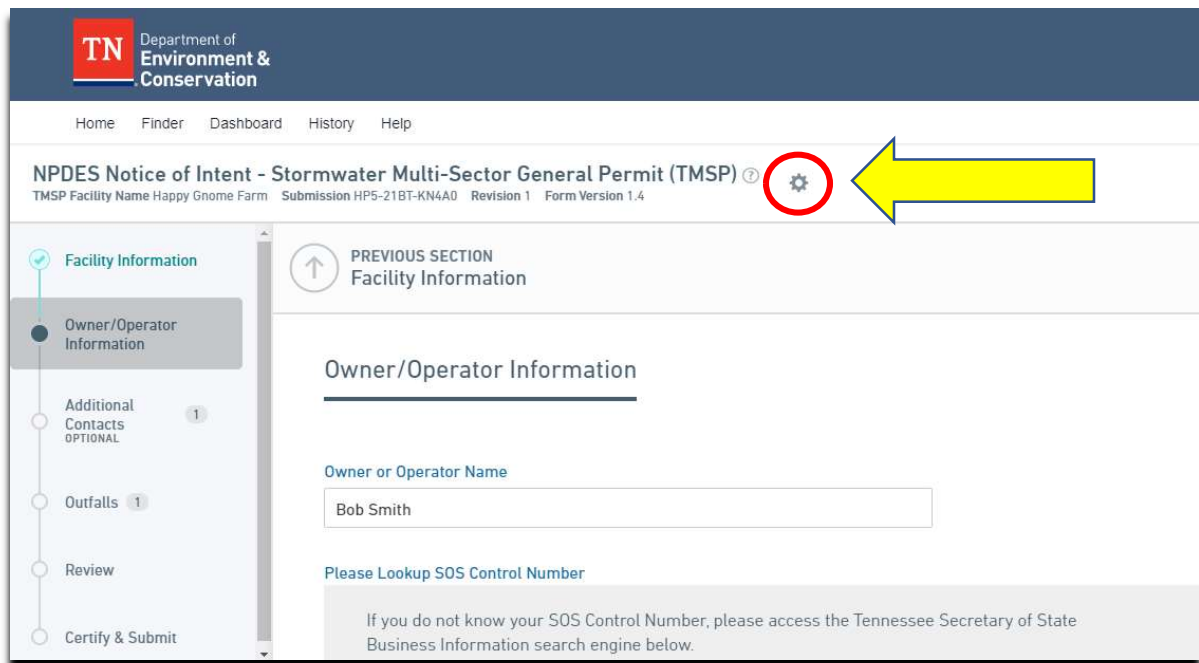


FAQ: How Do I Invite Owners/Operators to Sign a Form?

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.



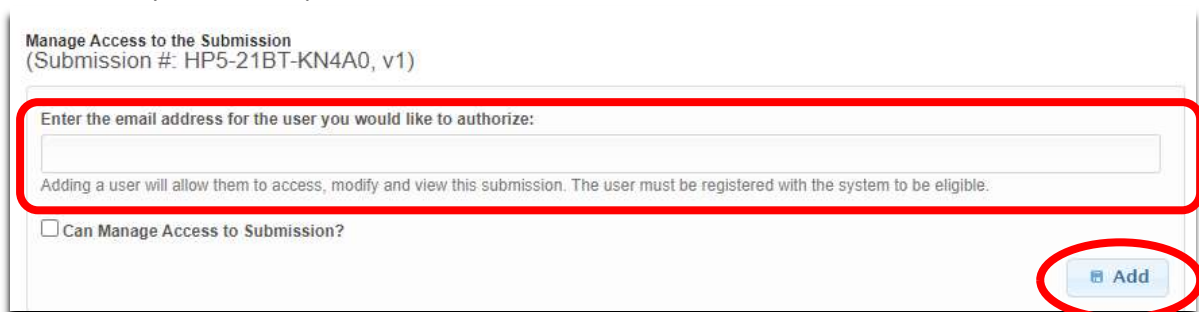
The screenshot shows the Department of Environment & Conservation web portal. The main heading is "NPDES Notice of Intent - Stormwater Multi-Sector General Permit (TMSP)". Below this, there is a cog icon (gear) circled in red, with a yellow arrow pointing to it from the right. The form is currently on the "Owner/Operator Information" section. The left sidebar shows a progress indicator with "Owner/Operator Information" selected. The main content area has a "PREVIOUS SECTION Facility Information" link and a form field for "Owner or Operator Name" containing "Bob Smith". Below that is a section for "Please Lookup SOS Control Number" with a link to the Tennessee Secretary of State Business Information search engine.

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



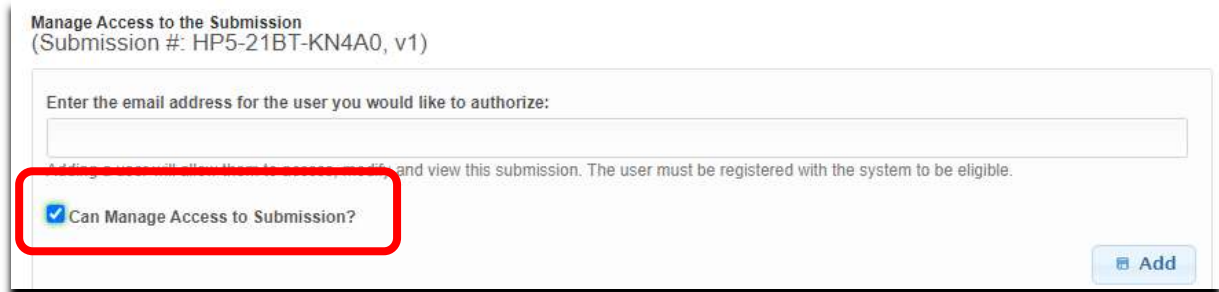
The screenshot shows a drop-down menu with two options: "Manage Shared Access" and "Delete Draft". The "Manage Shared Access" option is highlighted in grey, and a yellow arrow points to it from the right.

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 title is "Manage Access to the Submission (Submission #: HP5-21BT-KN4A0, v1)". There is a text input field for "Enter the email address for the user you would like to authorize:". Below this field is a note: "Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible." There is a checkbox labeled "Can Manage Access to Submission?". At the bottom right, there is a blue "Add" button with a plus icon, which is 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.