MyTDEC Forms Application: *Printing or Downloading a Form*

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Version 1.2

How do I print or download a form?

Overview

The following document will provide step-by-step guidance on how to print and download forms on the MyTDEC platform. Following these guidelines will result in your ability to access forms either in a hard copy or saved digitally onto your device.

Step-by-Step Guide

Step 1- Login to your Account

1.1 Selecting Sign In

Begin by navigating to https://forms.tdec.tn.gov/ . Once you see the screen below, click on **"Sign In"** from the list of options at the top of the page.
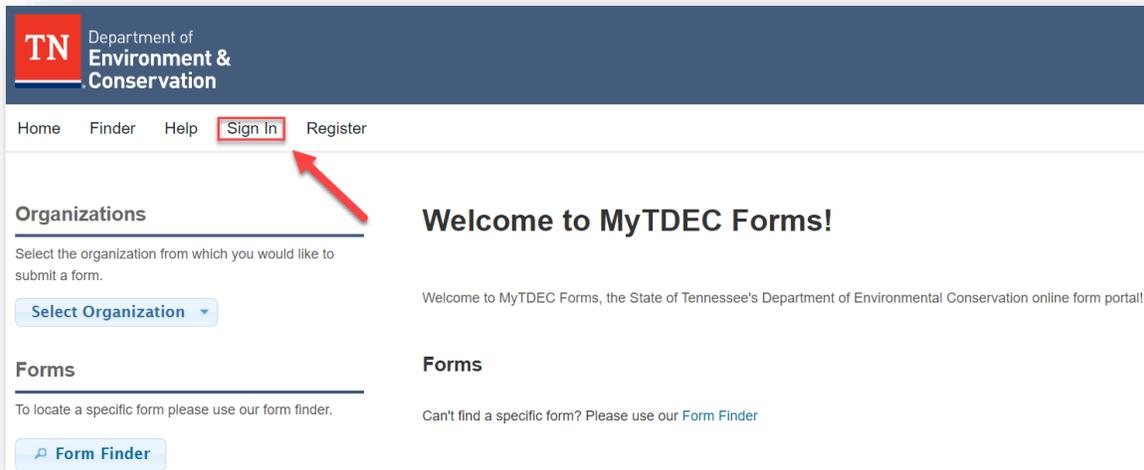

Figure 1 Login Page

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.
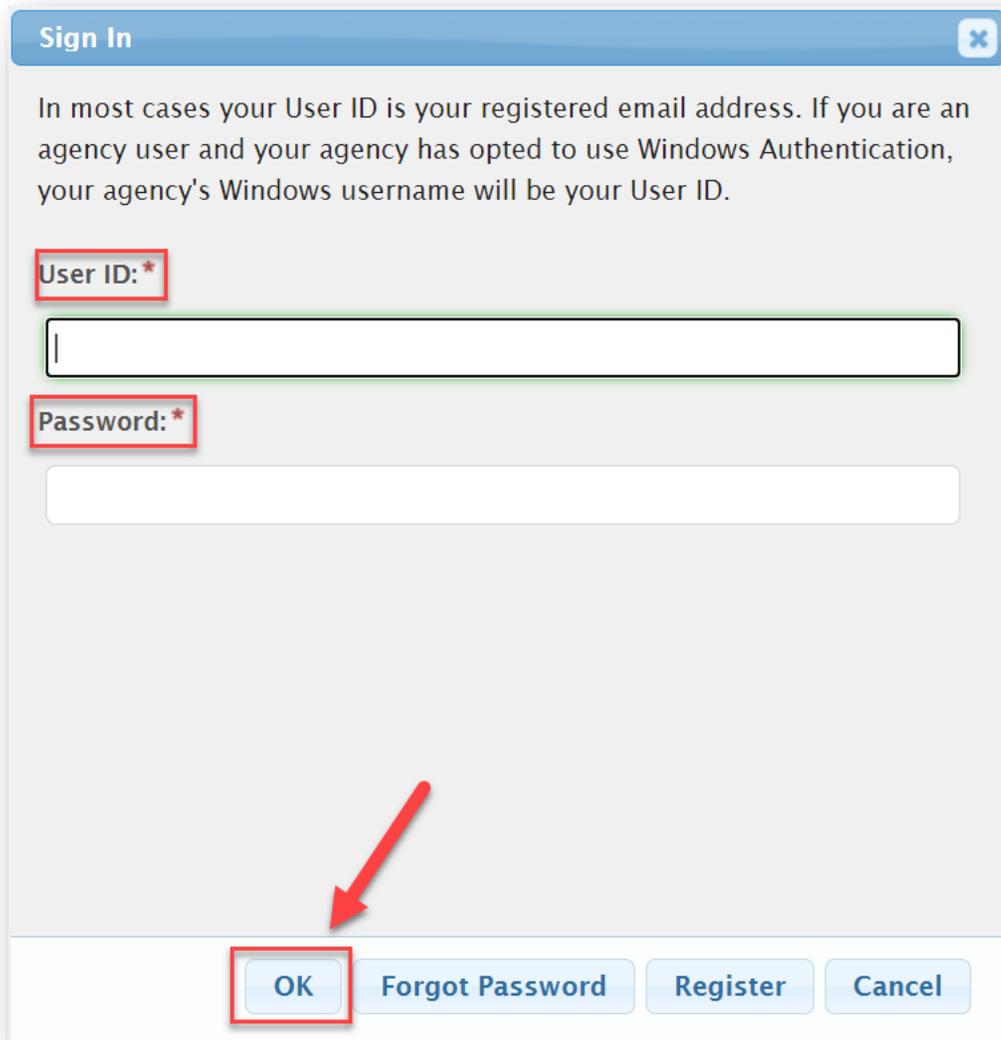

Figure 2 Sign In Window

Step 2 – Access Form History

2.1 Visit History Page

If your log in is successful, you will be redirected to the page below. Click on the **"History"** tab to access your forms.
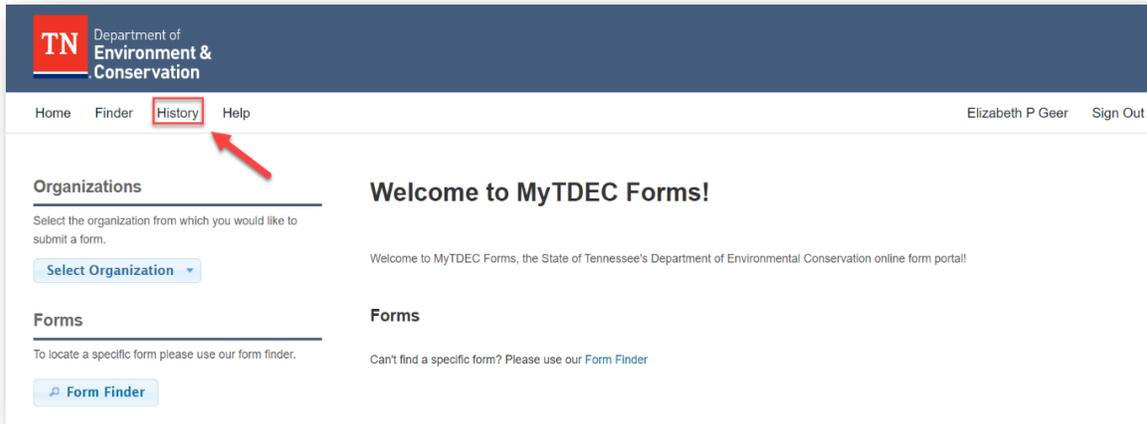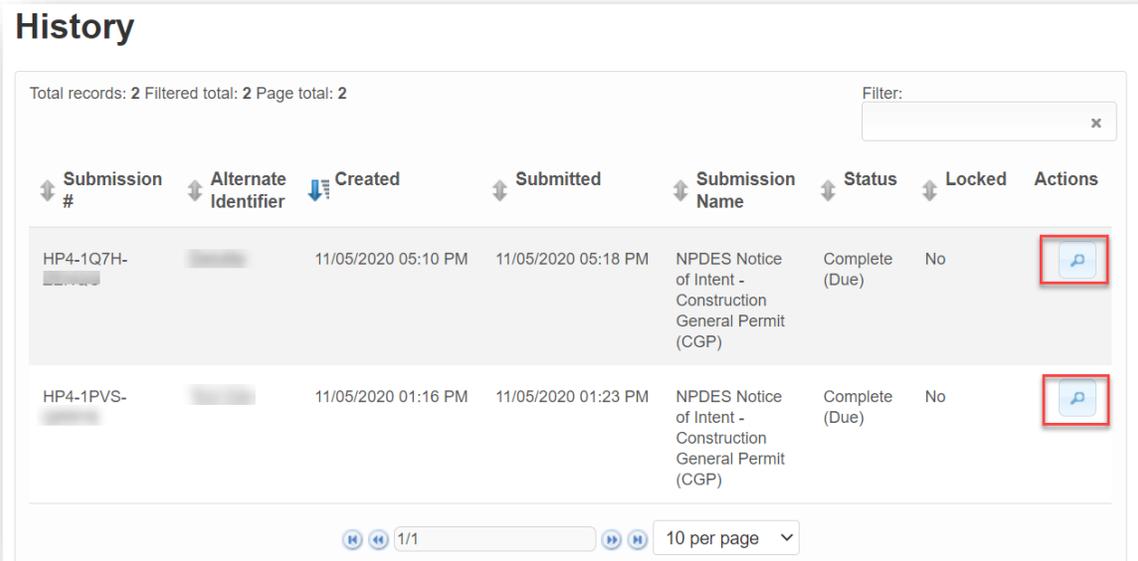

Figure 3 Finding your 'History' from your Account Home Page

Step 2 – Access Form History

2.2 Find Form Details

The image below is an example display of how your **form history** will be presented. In order to view the form to be able to print or download it, please click the **magnifying glass icon,** which is highlighted to the right.

Figure 4 Form History Dashboard

Step 3 – Print or Download the Form or Form Confirmation

The image below displays the overview of a submitted form. Your options for **printing** or **downloading** the form are on the right. You also can view the **form confirmation**, and print and download this confirmation as well.
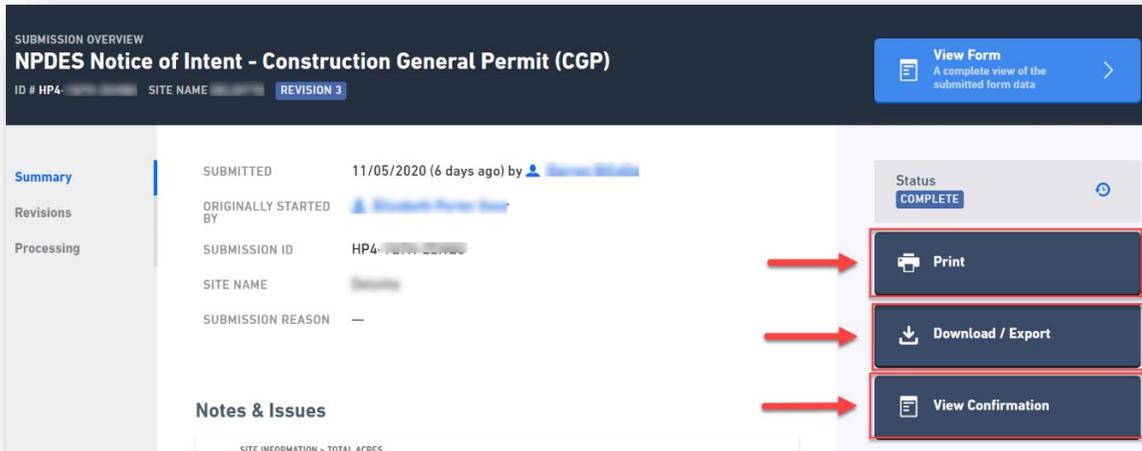

Figure 5 Submission Overview Action Options