Forms.OK.Gov
How to Use the Forms Uploader
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Introduction

House Bill 1086 (2011), also known as the Transparency, Accountability and Innovation in Oklahoma State Government 2.0 Act of 2011, requires state entities to submit their forms in a searchable electronic format so they may be maintained on a website, which allows public access. This manual is designed to guide you through that submission process.

Create an Account

Type http://forms.odl.ok.gov into your navigation bar and press Enter.
Click the Register link.
CREATE A NEW ACCOUNT

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

Account Information

1. User Name/E-mail:

2. Password:

3. Confirm Password:

4. First Name:

5. Last Name:

6. Phone:

Agency:

[Drop-down menu]: [Choose Agency—]

Enter the code shown:

Create User
Legend

1. **Type** in your e-mail address which will be your user name.
2. **Type** in a password you wish to use with your account. It must be a minimum of 6 characters.
3. **Re-type** the password you used in No. 2.
4. **Type** in your first name.
5. **Type** in your last name.
6. **Type** in your telephone number including area code.
7. Use the down arrow to select your agency's name.
8. **Type** in the code as it appears at the left of the form field. Note: the code expires after 90 seconds. If this happens you will be required to re-type in your password and the new code.

Click **Create User**.

Click **Continue**.

This will return you to the home screen.
Log in

Once you have received approval from the system administrator, click [Log In] on the Forms.OK.Gov home page. Account approval usually takes 24 hours from initial registration.

On the log-in page type in (1) Username and (2) Password, then click Log In.
Upload Forms

To upload a form, click **Document Upload**

**Legend**

1. Type in the title of the form to be uploaded. This field is required.
2. Type in or select the date the form was published or first available to the public. If there is only a month and year available, use the last day of the month in which the form was issued. If there is only a year available, use December 31\textsuperscript{st} of the year in which the form was issued. This field is required.

3. Use the down arrow \( \downarrow \) to select how often the form is published. This field is required.

4. Type in the first name of the contact person for the form. This field is optional.

5. Type in the last name of the contact person for the form. This field is optional.

6. Type in the email of the contact person for the form. This field is optional.

7. Type in the phone number of the contact person for the form. This field is optional.

8. Type in the name of the division, department or branch submitting the form. This field is optional.

9. Type in the form number of the uploaded form. This field is optional.

10. **Click** [Browse...](#) to find the form to be uploaded on your hard drive or network drive.

11. **Click** Submit.

For additional information on **Document Upload, Upload History** and **Change Password**, click [Help](#).