



Forms.OK.Gov

How to Use the Forms Uploader

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Forms.Ok.Gov: How to Use the Forms Uploader

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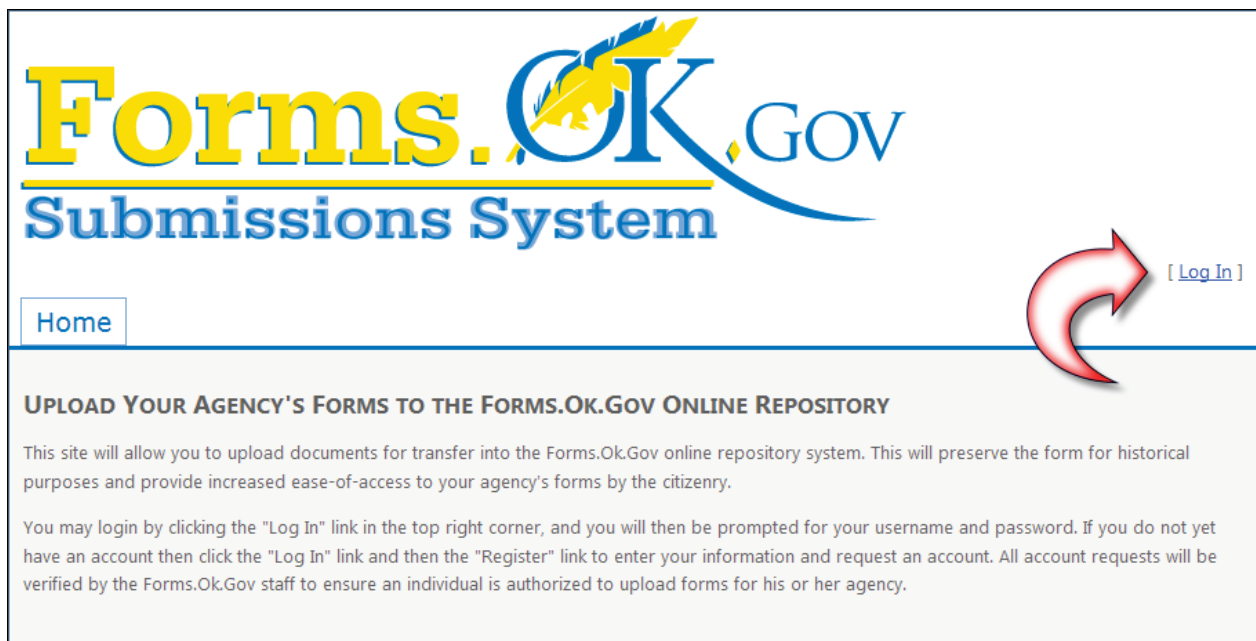
Forms.Ok.Gov: How to Use the Forms Uploader

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.

A screenshot of the Forms.Ok.Gov Submissions System website. The header features the logo "Forms.Ok.Gov" in yellow and blue, with "Submissions System" in blue below it. A red curved arrow points from the logo area to a "[Log In]" link in the top right corner. Below the header is a navigation bar with a "Home" button. The main content area has a heading "UPLOAD YOUR AGENCY'S FORMS TO THE FORMS.OK.GOV ONLINE REPOSITORY" and two paragraphs of text explaining the system's purpose and login instructions.

Forms.Ok.Gov
Submissions System

[Home]

[Log In]

UPLOAD YOUR AGENCY'S FORMS TO THE FORMS.OK.GOV ONLINE REPOSITORY

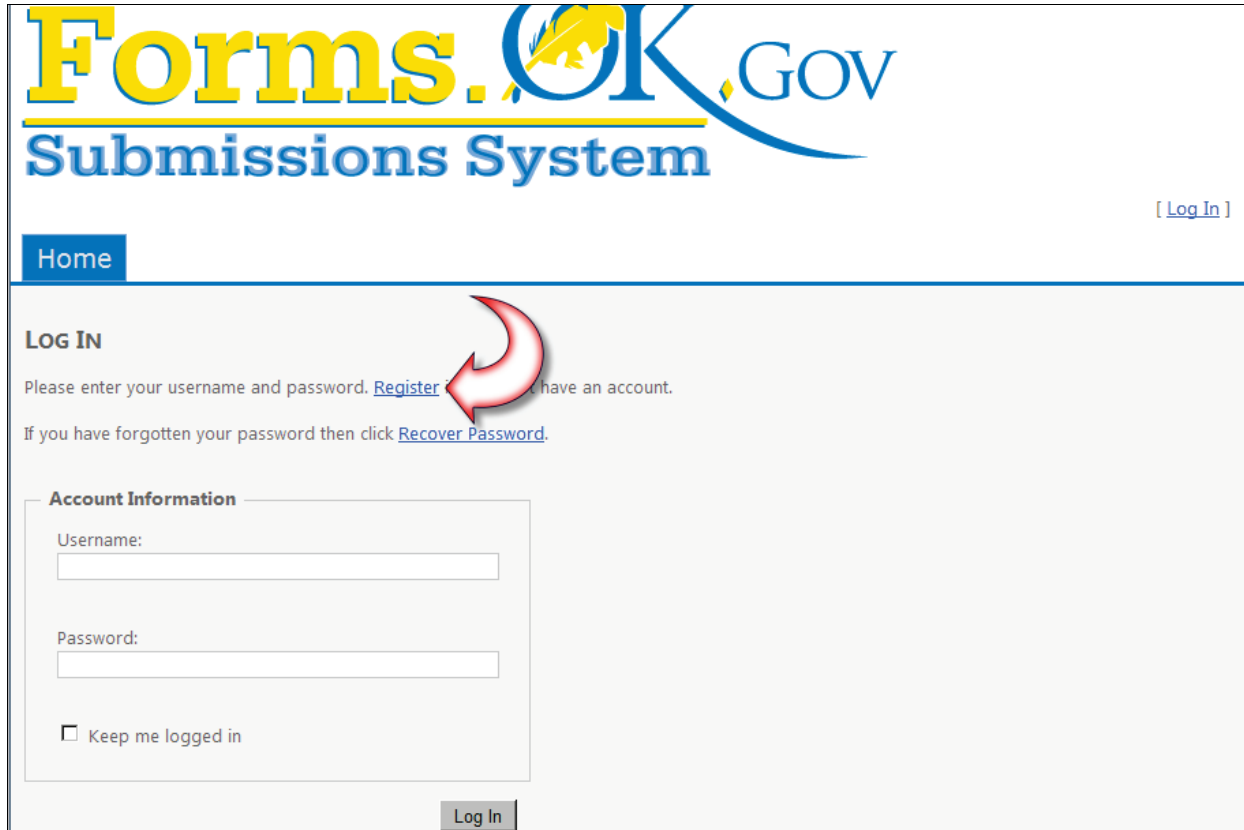
This site will allow you to upload documents for transfer into the Forms.Ok.Gov online repository system. This will preserve the form for historical purposes and provide increased ease-of-access to your agency's forms by the citizenry.

You may login by clicking the "Log In" link in the top right corner, and you will then be prompted for your username and password. If you do not yet have an account then click the "Log In" link and then the "Register" link to enter your information and request an account. All account requests will be verified by the Forms.Ok.Gov staff to ensure an individual is authorized to upload forms for his or her agency.

Click [\[Log In\]](#)



Forms.Ok.Gov: How to Use the Forms Uploader



The screenshot shows the login page for the Forms.Ok.Gov Submissions System. At the top, the logo "Forms.Ok.Gov" is displayed in yellow and blue, with "Submissions System" below it. A "[Log In]" link is in the top right. A blue "Home" button is on the left. The main content area is titled "LOG IN" and contains the text: "Please enter your username and password. [Register](#) if you do not have an account. If you have forgotten your password then click [Recover Password](#)." A red arrow points to the "Register" link. Below this is a form titled "Account Information" with fields for "Username:" and "Password:", and a checkbox for "Keep me logged in". A "Log In" button is at the bottom right of the form.

Click the [Register](#) link.



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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:

--Choose Agency-- 7



Enter the code shown:

8

Create User 



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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

Complete
Your account has been created and is now waiting for final approval. You will receive an email once it has been approved.

[Log In]

Click

This will return you to the home screen.



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Log in

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Submissions System

[Home] [Log In]

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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.**

Forms.Ok.Gov
Submissions System

[Home] [Log In]

LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

If you have forgotten your password then click [Recover Password](#).

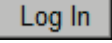
Account Information

Username:

Password:

Keep me logged in

[Log In]

On the log-in page type in (1) Username and (2) Password, then **click** .



Forms.Ok.Gov: How to Use the Forms Uploader

Upload Forms

Forms.Ok.Gov
Submissions System

Welcome Username@osf.ok.gov!
[Log Out]
[Change Password](#)

Document Upload | Upload History | Help

UPLOAD YOUR AGENCY'S FORMS TO THE FORMS.OK.GOV ONLINE REPOSITORY

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Document Upload

To upload a form, click

Document Information:

Submitter: Your name and department will appear here

Items marked with an asterisk(*) are required.

Item Title: * ①

Publish Date: * ②

Frequency: * --Select One-- ③

Document Contact First Name: ④

Document Contact Last Name: ⑤

Document Contact Email: ⑥

Document Contact Phone: ⑦

Item Division/Department/Branch: ⑧

Form Number: ⑨

Document to upload: ⑩

⑪

Legend

1. Type in the title of the form to be uploaded. This field is required.



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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 31st of the year in which the form was issued. This field is required.
3. Use the down arrow 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 to find the form to be uploaded on your hard drive or network drive.
11. Click .

For additional information on **Document Upload**, **Upload History** and **Change Password**, click .