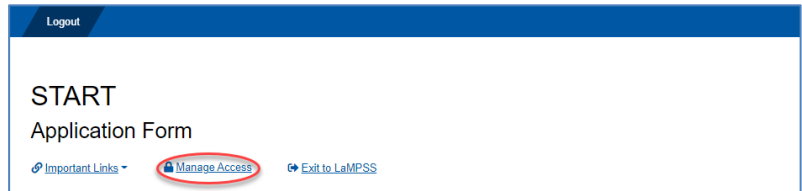


When you start an application, you will have the form access of Owner/Submit. Only you can configure form access for that specific form. You will have the authority to add or remove contacts for anyone associated with your organization. Any changes made to the Form Access will be applied to only 'In-Progress' forms and the form access page will be read only, for any 'Submitted' forms.

There are two paths to get to the Form Access page in LaMPSS. If you have started the process of applying for an application or completing an activity or financial report and have decided other staff of your organization should complete specific sections, you can select the Manage Access link at the top of the page.



Once you click on this link you will be navigated back to LaMPSS. This is where you can provide access to other members in your organization to assist in the completion of the application/reports.

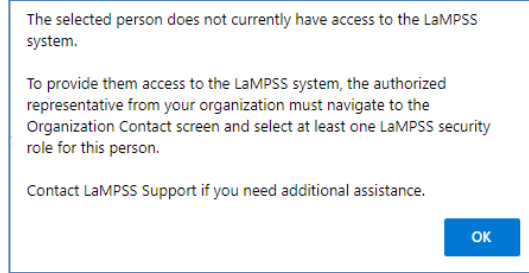
The dropdown list will provide all currently active contacts for your organization. Once you select an individual, you will need to select their form access, note the following access you can select:



- Owner/Submit – This will indicate that the contact is an owner/submitter which allows them to delete in-progress forms, manage the form security, view, complete, edit and submit the form. To be granted this access you must have either self-serve partial or full security role in LaMPSS. This access can be provided to more than one contact within the organization.
- Editor – This will indicate that the contact is an editor who can view, complete, and edit a form. To be granted this access you must have at least one of the external security roles in LaMPSS.
- View Only – This will indicate that the contact can view a form. To be granted this access you must have at least one of the external security roles in LaMPSS.
- No Access – Is for individuals who have previously been provided one of the above access options and they no longer are required to have any sort of access. You can change their form access to No Access. If needed, this access can be changed back if required.

At least one in your organization must be provided the Owner/Submit authority for the application.

If you try to add an individual who currently has no access to the LaMPSS system, the following popup will be displayed. If you wish to add an individual to LaMPSS, you can review the following document on how to [Add/Maintain LaMPSS Access](#).



When you have added all individuals, you wish to add and save the screen, each staff member added will receive an automated email advising that they have been provided access to the form. In the email, they will be provided a direct link to access the form.

If you decide not to grant any access, or you have completed the access and wish to return to your current form, you can click on the 'Edit View Form' to return to the current form. The Copy Link button will copy the Form URL text, if you wish to forward the link to anyone in your organization.

Another path to the Form Access page is under the Apply for Funding on the left navigation menu, you would select View/Access to In-Progress Forms. You will notice a lock icon, when you click on the icon you will be redirected to the Form Access page. If you click on the link, it will copy the Form URL.

You are logged in as working as

LaMPSS Organization #: Name:

Organization Forms Search

Form Type: - select - Form Status: In Progress; Requires More Info

Program: - select -

Agreement Id: - select -

Date Range: - select - From: (dd/mm/yyyy) To: (dd/mm/yyyy)

Name: Owner:

Search Clear

Organization Forms Results

Name	Type / Program	Form Status / Agrmnt Id	Date Updated / Due Date
START Application Form	Application Form	In Progress	Jun 09, 2021
	START		

Displaying Forms 1 of 1

**Government staff are unable to view the details of a form until it has been submitted via LaMPSS Online.**