

## Fact sheet for myforms users

### The main myforms web pages and how to use them

#### Homepage

The homepage of myforms is [www.myforms.org.uk](http://www.myforms.org.uk). Links on this page enable you to preview the range of forms currently available, view price information and help information and obtain answers to key questions. Crucially, the page also contains a link titled 'Click here to login or register' which you need to click every time that you wish to use the myforms service. Clicking the link opens the secure 'Registration and login page' in a new browser window. On the homepage there is also a link to follow if you have been provided with a myforms access code.



#### Registration and login page

The secure 'Registration and login page' is divided into two sections. The registered user section allows users who are already registered to login to the site by entering their email address and password. If you are a new user, however, you need to register first by entering your email address into the new user section and follow the registration process whereupon you will be emailed a password so that you can then login to the site as a registered user. For security reasons, it is recommended that before logging in to the site for the first time, you change your password using the change password facility located on the login page just beneath the registered user section.



#### Myforms page

When you login to the site as a registered user, you will be taken to your own secure personalised 'Myforms page'. This page lists the forms that you are currently working on. A "Get forms" button allows you to obtain new forms or you can click one of your existing working forms and continue to work on that. The page also allows you to modify your account, purchase an on-going subscription to the site or purchase additional time on one or more of your working forms on a 'pay as you go' basis.



### Promotion codes and access codes

**Myforms promotion codes** - These are provided by some organisations to members of staff and clients to enable them to obtain discounts when they purchase either subscriptions for the myforms service or additional working time on forms on a pay as you go basis. If you have been provided with a promotion code, you should enter it in the promotion code box that will be displayed on the payment page at the time that you make a purchase. The appropriate discount will then be computed automatically.

**Myforms access codes** - These are provided by some organisations (such as companies of solicitors or accountants) to their members of staff and clients so that they can use the myforms service for no further charge. If you have been provided with an access code, you should follow the link on the homepage to activate it.