



# INSTRUCTIONS + FAQ SUBMITTING INTAKE FORMS

*Disclaimer: the screenshots might not display exactly what you see on your end, but the instructions are the same for all of our program intake, application, and registration forms.*

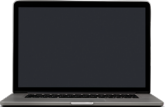
After you click the form link, you will need to enter your first name, last name, and email address. Click the **Next** button to go to the next page. (Figure A)

On the next page, begin filling out the questions. If you are a business owner, select yes for the **Are You a Business Owner** question. Click the **Add Business** button which will open an additional tab or popup window asking you to complete the linked Business Intake form. (Figure B)

- Fill out the Business Intake form.
- Click the **Finish and Submit** button.
- Close the additional tab or popup window.

FIGURE A

FIGURE B



**COMPUTER**  
The Business Intake form opens in a **popup window**.



**PHONE**  
The Business Intake form opens in a **new tab** in your phone's browser.



If you are not a business owner, select no for the **Are You a Business Owner** question and continue filling out the intake form. When you have finished filling out the form, click the **Finish and Submit** button to save your answers and complete the form. (Figure C)

After you have submitted the form, you will see a confirmation message (Figure D) and receive a confirmation email with a PDF attachment of your form and further program instructions, if applicable. (Figure E)

I hereby grant and authorize the North Dakota Women's Business Center the right to release the below-indicated contact information to fellow participants in the program indicated. I am not obligated to share any contact information and I am not obligated to sign this authorization form.

This authorization shall continue indefinitely unless I otherwise revoke this authorization in writing. I will contact the organization in writing to discontinue sharing, with the understanding that information may have already been released. Whether I do or do not sign, will not affect my experience in the NDWBC program; nor will I affect my current or future relationship with the organization or program facilities. Information about me will be kept as confidential as possible, and it will be shared only once within the indicated program. No additional information about me, not explicitly stated below will be shared. I therefore agree to allow you to share my information in the manner expressed on this form.

I hereby grant and authorize the North Dakota Women's Business Center the right to share the following information within the NDWBC network. The information shared may include any or all of the below-matched contact details: full name, business name, phone, email address, website, and social media. (required)

Yes

An electronic signature acknowledging any information provided above is true and accurate to the best of my knowledge and belief. (required)

Emma Hathaway TESTING

When you are finished filling out the intake form, click the **Finish and Submit** to save your answers and complete the form.

\* Field is required

**Finish and Submit**

FIGURE C

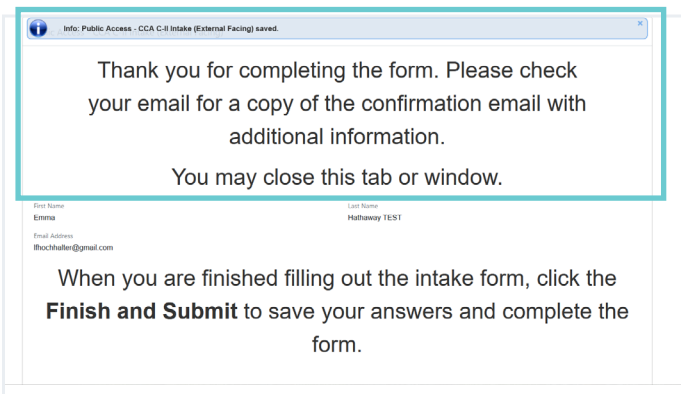


FIGURE D

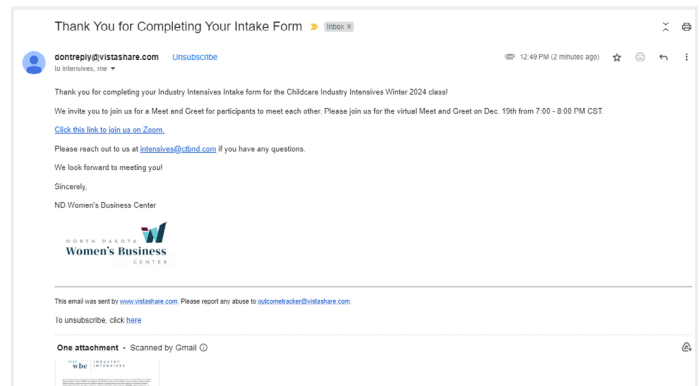


FIGURE E

## HELPFUL TROUBLESHOOTING TIPS

- + Did you click the **Finish and Submit** button? If you didn't, you must go back and fill out the form again to complete the form.
- + Do you see any blue warning boxes or red boxes displayed after you click the **Finish and Submit** button?
- + Have you filled out all the required fields? A red display box will show if there are items missing.
- + Did you complete the form in one setting? Or did you start it and come back to it later to finish? We **recommend** dedicating time to complete the form in one setting for the best results and no potential technology issues. The form takes approximately 10-15 minutes to complete.
- + Disable ad blockers and try again. **Click here for instructions on how to disable ad blockers.**
- + Try using a **different method** to complete the form. Use a different device than what you used previously - a phone or computer. Use a different internet browser - we recommend using Chrome, Firefox, Edge, or Safari.

**Click here** to set up a virtual meeting to troubleshoot any issues you are experiencing.