

# Saving progress while completing Dynamic Forms

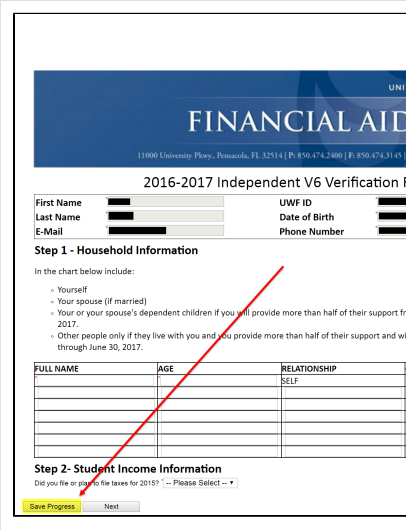
## Overview

End users can save their progress while completing Dynamic Forms. Saving progress is worthwhile if the end users can't finish completing a form in one sitting.

## Instructions

At any time while completing a form, click the **Save Progress** button at the bottom left of any page.

**Example of Saving Progress button**



The screenshot shows a web form titled "FINANCIAL AID" with the subtitle "2016-2017 Independent V6 Verification Form". It includes fields for personal information: First Name, Last Name, E-Mail, UWF ID, Date of Birth, and Phone Number. Below these is "Step 1 - Household Information" with a list of household members to include and a table with columns for Full Name, Age, and Relationship. "Step 2 - Student Income Information" is partially visible at the bottom. A red arrow points from the "Save Progress" button at the bottom left to the "Step 1" section.

UNIVERSITY OF  
**FINANCIAL AID**  
11000 University Parkway, Panama City, FL 32314 | P: 850-474-2400 | F: 850-474-3141

2016-2017 Independent V6 Verification Form

First Name [REDACTED] UWF ID [REDACTED]  
Last Name [REDACTED] Date of Birth [REDACTED]  
E-Mail [REDACTED] Phone Number [REDACTED]

**Step 1 - Household Information**  
In the chart below include:  
• Yourself  
• Your spouse (if married)  
• Your or your spouse's dependent children if you will provide more than half of their support from 2017.  
• Other people only if they live with you and you provide more than half of their support and will through June 30, 2017.

FULL NAME	AGE	RELATIONSHIP	C
		SELF	U

**Step 2 - Student Income Information**  
Did you file or plan to file taxes for 2015? -- Please Select --

Save Progress Next

After clicking the **Save Progress** button, you'll see the following window. Seeing this screen indicates that a draft of your submission has been successfully saved.

Your form has been saved as a draft. If you need to stop working on this form and continue it later, you may find the form in the pending / drafts section under "My Forms"

Continue Log out



### Completing required fields

All required fields on a given page (those questions marked with a red asterisk) need to be completed before saving a submission.

For example, if you have five pages of questions to answer, get to the third page, and decide to save your progress, you'll have to answer all of the required questions on that third page.

## Related Content

[Accessing saved Dynamic Forms submission drafts](#)