

# 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. Note that not all forms allow drafts to be saved, so this option may not show up on every form.

**Example of Saving Progress button**

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**2016-2017 Independent V6 Verification Form**

First Name [REDACTED] UWFI 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	M

**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**

To complete the form later, access it through the [Pending/Draft Forms](#) menu or with the instructions in [Accessing Saved Dynamic Forms Drafts](#).

**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](#)