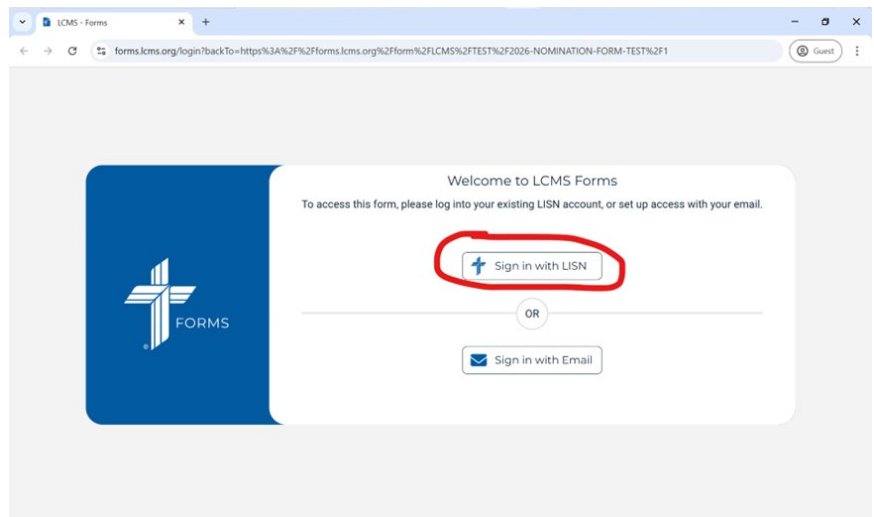


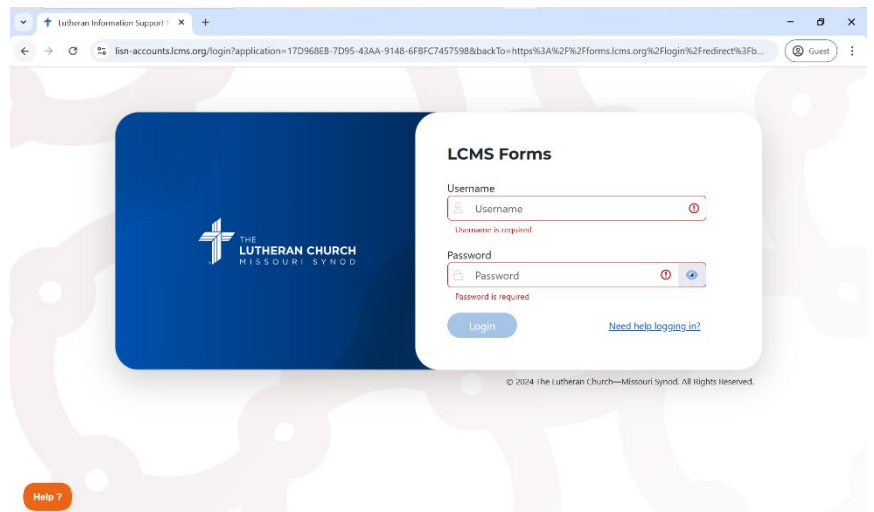
LCMS Forms – Login with LISN

This is the first screen that you will see when logging into the LCMS Forms site.

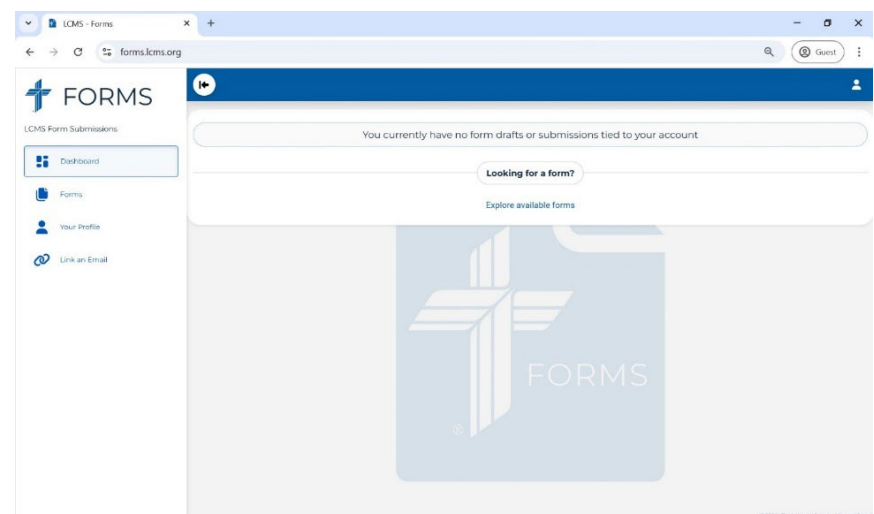
Click “Sign in with LISN.”



Enter your username and password and click “Login.”

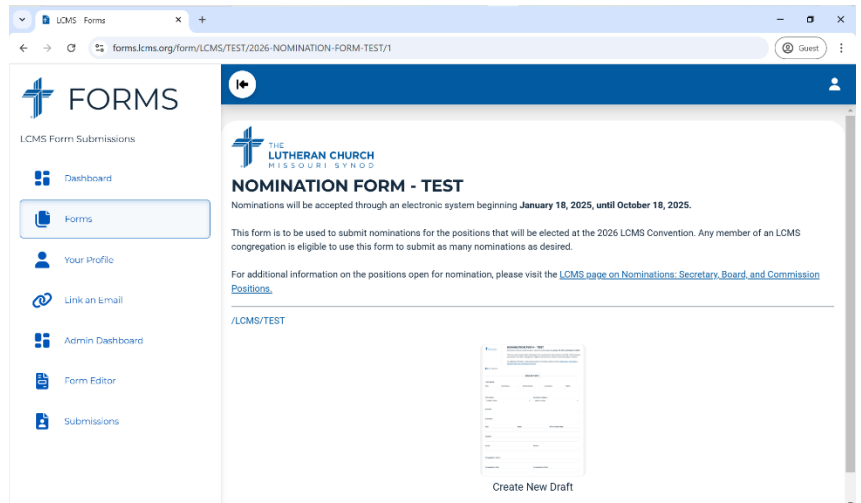


You will arrive at the dashboard. Here you will see any forms that have been assigned to you. If there are none, click “Explore available forms” to find the form you wish to complete.



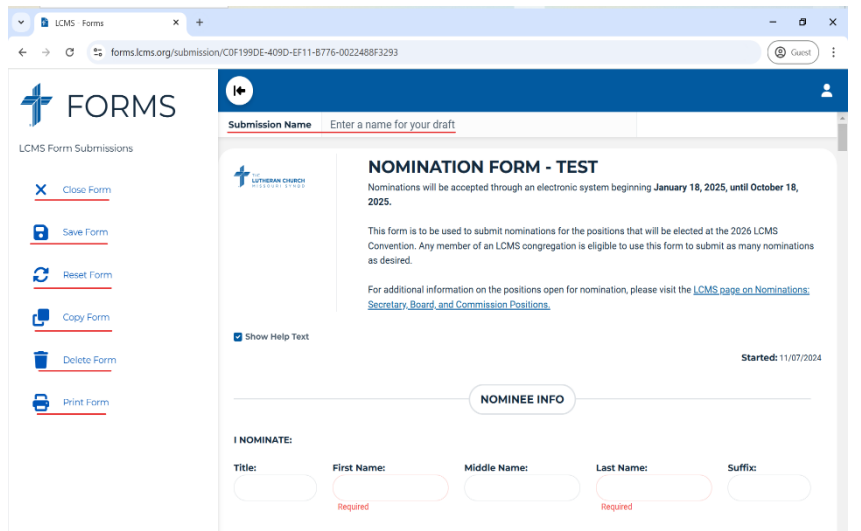
Once you have completed these steps, you should see the specific nomination form available to you.

Click “Create New Draft.”



Once you create a new draft there are several actions that can be taken:

1. Create a file name for your submission.
2. Save the form.
3. Reset the form to its default state.
4. Copy the form (as a draft or once completed) to create a new draft.
5. Delete the form.
6. Print the form.



When you have completed the form with all required fields, please click **submit**.

If the **submit** button is not clicked, the form will not be submitted.

