**NEW: Instructions for the Sub-applicant Coversheet through MS-Forms**

A new feature of the Combined Coversheet is a hyperlink to the Sub-applicant Coversheet questionnaire.

Graphical user interface, text, application, email

Description automatically generated

For each project listed in your Combined Coversheet, use the corresponding link to access an online questionnaire to complete the Sub-Applicant Coversheet. You may need to press Ctrl on your keyboard when clicking on the link to access the hyperlink.

The MS-Forms document will send data to OEM, but you must also print and save a copy to be updated into Basecamp.

**NEWS STEP: How to Save and Submit the Sub-applicant Coversheet.**

When you have completed the questionnaire, your information will be automatically stored in a database, however you will also need to print a copy BEFORE you click submit on the web-tool.

To save your work, Right-click on the questionnaire and select Print to save as a PDF.

You will need to save a copy for your records as well as upload it with your application in Basecamp.

You can also access the Sub-applicant Coversheet questionnaire here: <https://forms.office.com/g/xzjMzsGnBX>

If you have any questions, please contact:

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