



# Using NH Online Forms

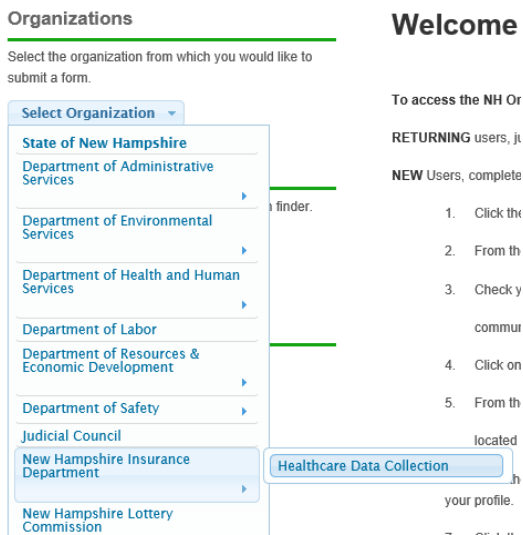
## Submitting Forms to the NH Insurance Department

### Logging in or Registering

1. Go to <https://forms.nh.gov/onlineforms>
2. Click Register  on the top right of the screen or Sign In if you've already registered 
3. If you are registering, you will receive a confirmation email. Click the link in that email to confirm access to the system before continuing.

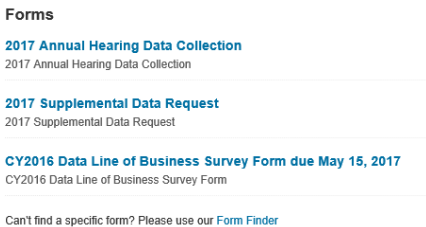
### New Hampshire Insurance Department Forms

4. Click on "Select Organization"
5. Hover over "New Hampshire Insurance Department"
6. Click on Healthcare Data Collection




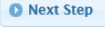

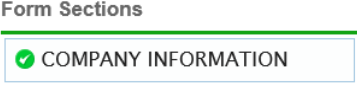





The screenshot shows the 'Organizations' section on the left, which includes a dropdown menu for 'Select Organization'. The dropdown is open, showing a list of organizations. The 'New Hampshire Insurance Department' is highlighted, and a sub-menu is visible with 'Healthcare Data Collection' selected. To the right, the 'Welcome' section is visible, containing instructions for returning and new users.

7. Scroll to the bottom of the page and select the form you need to submit




The screenshot shows the 'Forms' section at the bottom of the page. It lists three forms: '2017 Annual Hearing Data Collection', '2017 Supplemental Data Request', and 'CY2016 Data Line of Business Survey Form due May 15, 2017'. There is also a link for 'Form Finder' at the bottom.

## Submitting your Form

8. Click “Submit online form”  found at the top left of the page
9. Click “Next Step”  on the Processing Information Screen
10. Complete section one, “Company Information”
  - a. Please ensure all fields with a red asterisk \* are filled in completely
11. Click “Next Section” 
12. Verify that there is a green circle with a white check next to “Company Information” under “Form Sections” on the left 
  - a. If not, click “Previous Section”  to review your information and ensure all required fields are filled in.
13. Fill out all of the necessary fields on the following screen
14. Click “Next Step” 
15. Verify the information is correct, then click “Next Step”  at the bottom of the page
  - a. If information needs to be changed, click “Previous Step” 
16. Read and agree to the Certification Text, then click “Submit Form” 
17. Receive Confirmation Email from NH Online Forms that your form was successfully submitted.



## Reviewing your Submission


Data submit through the NH Online Forms system is available in the History menu. To view previous submissions:

1. Log in to NH Online Forms <https://forms.nh.gov/onlineforms>
2. Click the History  menu









### Submission History

Total records: 2 | Showing 2 | (filtered from total records) Filter:

Submission #	Created	Submitted	Submission Name	Status	Locked	Actions
2PW-GVEF-N6NB	03/08/2017 10:49 AM	03/08/2017 11:06 AM	CY2016 Supplemental Data Report	Submitted	No	
2PW-GFFP-7NTT	03/08/2017 11:07 AM	03/08/2017 11:08 AM	CY2016 Annual Hearing Data Collection	Submitted	No	

3. Click the magnifying glass  to view your submission
4. On the right side under Actions you can Print or Download your submission

### Actions

-  Revise Submission
-  View Submission Details
-  **Print Submission**
-  Download COR
-  **Download Submission**
-  Copy As New
-  Open In New Window
-  Manage Access to Submission