

Upload Workspace PDF Forms

After an individual PDF form has been downloaded and filled out, it can be uploaded to your Workspace via the **Upload** link on the **Manage Workspace** page, under the **Forms** tab.

How to Upload a Workspace PDF Form

1. In the **Forms** tab of the **Manage Workspace** page, click the **Lock** link on the form record. You may also begin by clicking the **Upload** link, and the system will lock the form for you and record this action in the **Activity** tab.
2. Click the **Upload** link and, in the pop-up window, select the saved form PDF file (on your computer) to upload to the workspace.

Note: Before uploading a form made up entirely of empty optional fields, make sure you have clicked the **Check for Errors** and **Save** buttons (even though no text has been entered). The Form State field under the Applicant & Workspace Details section of the cover page should read "No Errors".

3. Click the **Upload** button. You will be asked to confirm the upload if you are uploading a form that was updated after you downloaded the PDF version.
4. After uploading, an on-screen prompt will ask you whether you would like to unlock the form. Click **Yes** or **No**.
5. After a few moments, the **Application Package Forms** table under the **Forms** tab on the **Manage Workspace** page will be refreshed, and the uploaded form's status will be updated to Passed.

Note: If you receive a message that says, "Action cannot be performed due to Workspace changes. Please refer to the Activity tab for more details," check to see if the form is Locked by another user. If so, review the [Unlock Forms](#) help article.