Editing a form

Once a form is submitted, it cannot be edited unless it is marked as needing revisions by a Reviewer Leader in the review process. When this review is made, the form status changes to Pending Revisions and the form originator can then make requested edits.

Click on the Edit link to make changes. Do not click on the YES link in the box until you are done making all necessary edits. Once you click on this YES link, your form is active in the review process again and is no longer editable.