



How does a User Accept and Consent an eForm Request?

For Community and Group Editions

Below are the steps on how Profile Owners (i.e., parents, adult club members, adult participants, employees, etc.) can successfully accept and respond to an eForm Request:

1. **Sign in** to CareMonkey. You will see the eForm Request in the Requests section. Click the **Respond** button.

The screenshot shows the 'Care Central' interface with a search bar at the top. Below it is a section titled 'Requests'. There are four items listed, each representing an eForm request from 'CareMonkey Grammar School' to 'Carma Charlebois'. Each item includes a small school building icon, the sender's name, the request subject, and a green 'RESPOND' button. A red arrow points to the 'RESPOND' button of the first request.

| Request Details | Action |
|--|---------|
| CareMonkey Grammar School has sent a request for Carma Charlebois "2018 Day Trip to the Zoo". | RESPOND |
| CareMonkey Grammar School has sent a request for Carma Charlebois "Parent Teacher Interviews". | RESPOND |
| CareMonkey Grammar School has sent a request for Carma Charlebois "Current Medication Form". | RESPOND |
| CareMonkey Grammar School has sent a request for Carma Charlebois "2019 School Camp". | RESPOND |

Please note that there are some Organisations who will require you to create and share the profile first before responding to an eForm. If you have not created or shared the profile yet, you will see Complete Profile and Respond button.

This screenshot shows the 'Care Central' Requests section again. It displays two eForm requests. The first request is for 'Lesli Lara' and includes a dropdown menu labeled '--- Select Action ---' and a green 'SHARE OR CREATE PROFILE' button. The second request is for 'Lesli Lara' regarding a '2018 Day Trip to the Zoo'. This second request has a red box around its green 'COMPLETE PROFILE AND RESPOND' button, and a red arrow points to this button from below.

| Request Details | Action |
|---|--|
| CareMonkey Grammar School has requested care information for Lesli Lara. | --- Select Action --- SHARE OR CREATE PROFILE |
| CareMonkey Grammar School has sent a request for Lesli Lara "2018 Day Trip to the Zoo". | COMPLETE PROFILE AND RESPOND |

If you need help in creating and sharing the profile, please refer for these articles:

- [How does a User create a Care Profile? \(With an existing account\)](#)

- How does a User Share a Profile with an Organisation?

2. After selecting **Respond**, you will see the details of the eForm. After reading through the details and if you agree, you must sign the consent box at the bottom part of the page. You can sign by clicking the left button of your mouse and holding to draw, or if you're using a mobile device simply draw your signature with your finger. When you have finished signing, click **Submit Response**.

Your Name

Nora Lara

Please sign below

[Show me how](#)

[Clear](#)



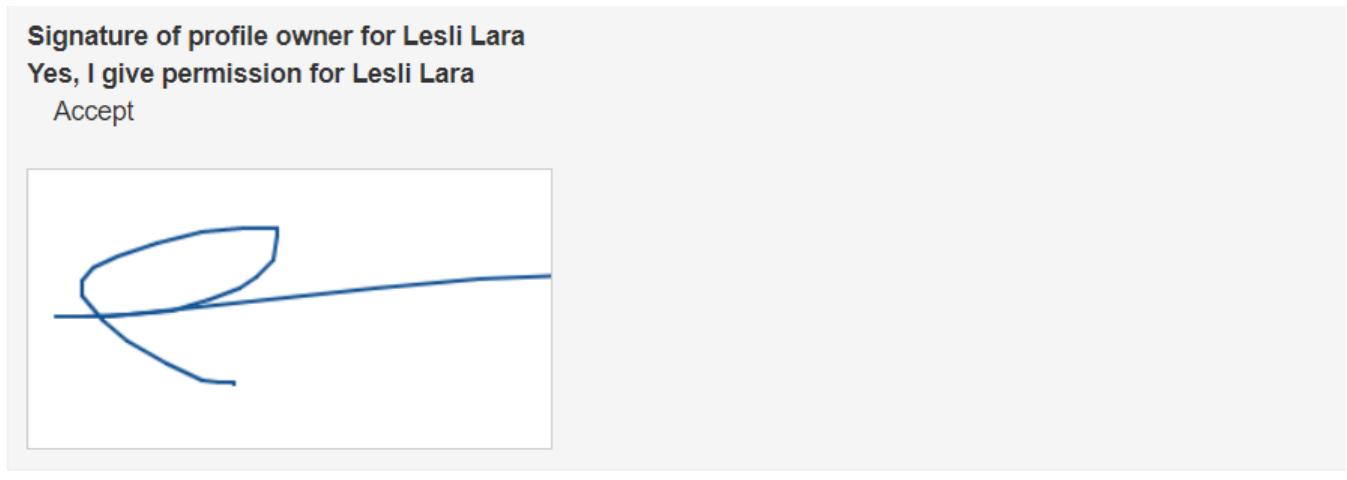
[Submit Response](#) [Save for later](#)

Note: If you're currently unable to answer all the items, you can save your progress as a draft by clicking the **Save for later** button. When you're ready to finish it, you can simply get back to the eForm by doing step 1.

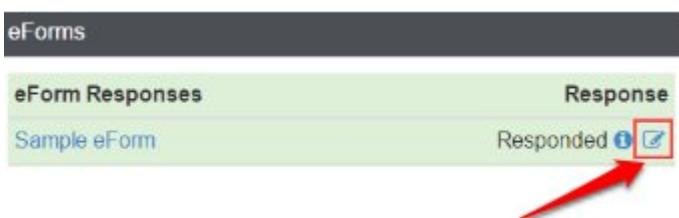
3. Congratulations! You have now consented an eForm Request. If you wish to double check your response, click on the name of the profile and select the eForm you'd like to see under the eForm section.

| eForms | |
|-----------------|---|
| eForm Responses | Response |
| Sample eForm | Responded   |

4. If you need to change your response, click the **Change response** button at the bottom of the page.



5. You can also click on the edit icon found in the eForms section



NOTE: You're only allowed to accept and consent an eForm if it is still accepting responses. You cannot do this after the deadline. For cases like this, please coordinate with the Organisation and inform them about your new response

<https://desk.zoho.com/portal/caremonkey/kb/articles/how-does-a-user-accept-and-consent-an-eform-request>