Quick Guide
Share Access to an Application Form
(Editing-and-Submission or View-Only Rights)
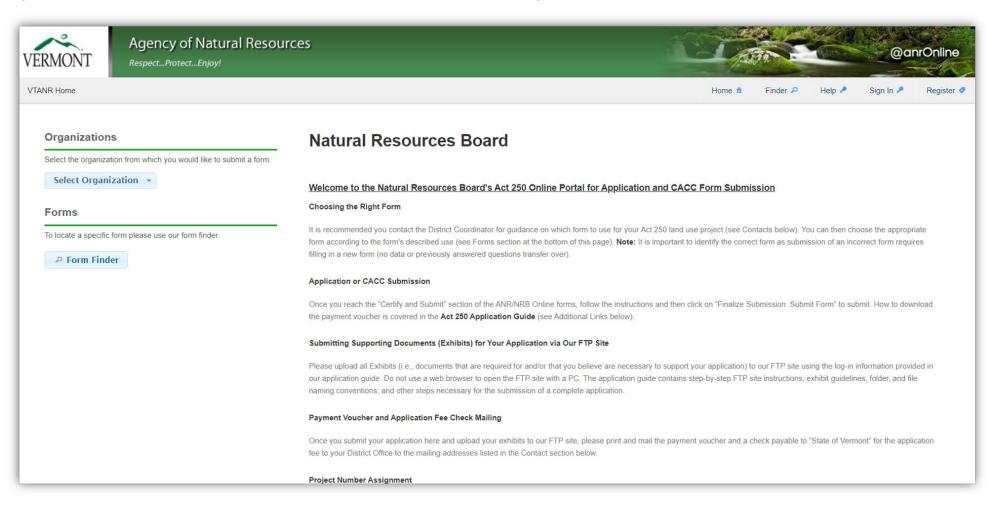
Updated January 26, 2021

Contact Information: **https://nrb.vermont.gov/act250-program/district-staff-and-commissions**

Feedback about these instructions: *Act250.General@vermont.gov*
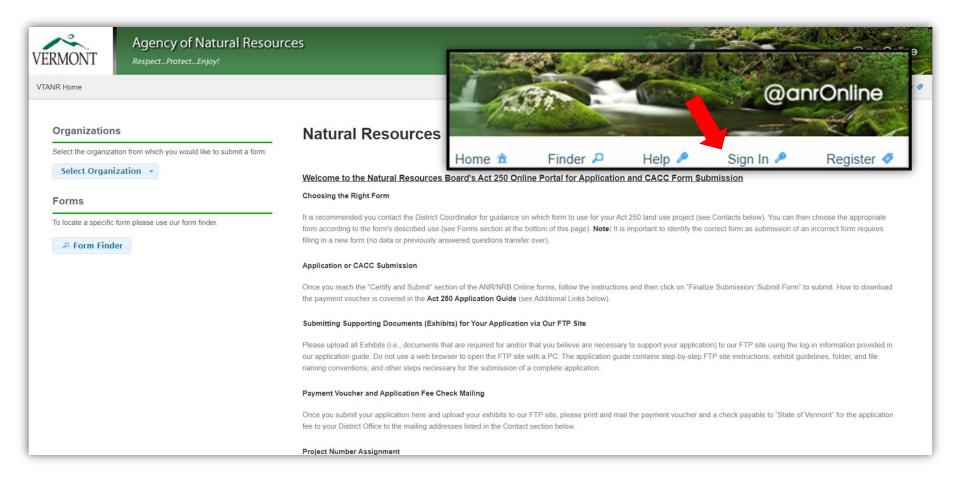
Prerequisites:

⭐
- You must have an existing [ANR/NRB Online account](#)
- Whoever you share your application with must have an existing ANR/NRB Online account
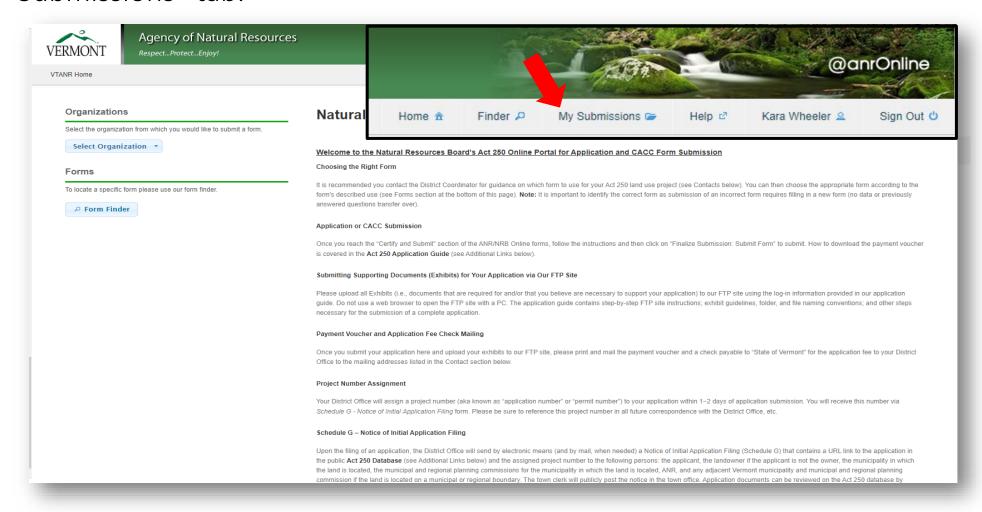
(see *Quick Guide*: Create an ANROnline Account)

How to Share an Application with Others
from *within the form*

(See page 14 for instructions on how to share an application with others
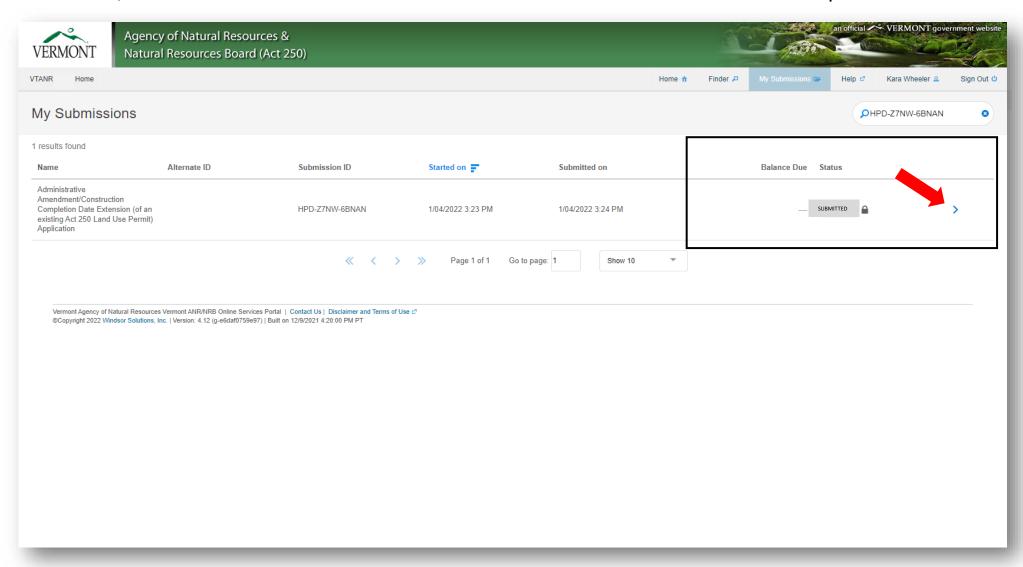*from the application's Summary page)*

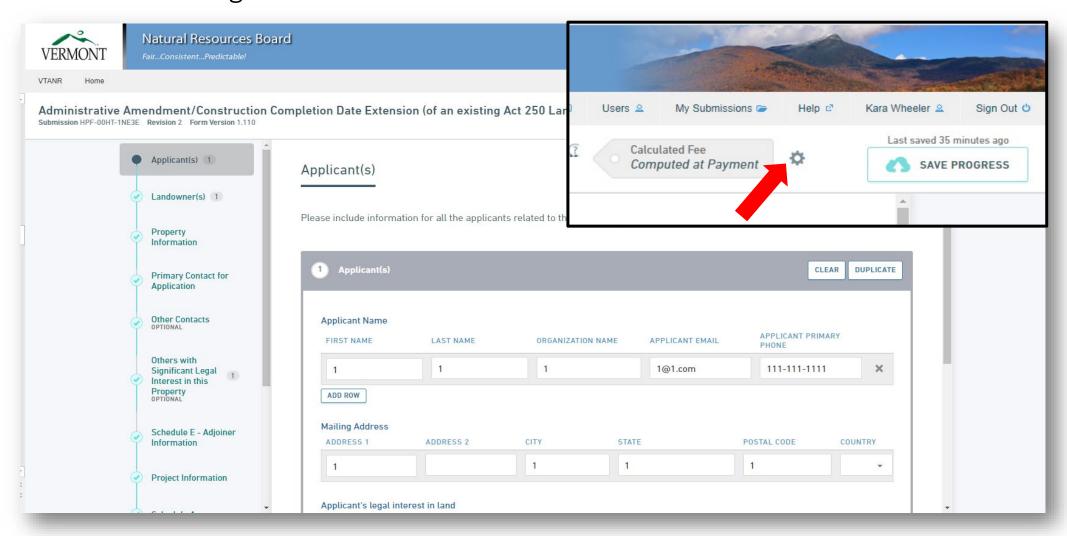# 1. Sign into the NRB landing page at ANR/NRB Online.

2. Once you have signed in, at the top of the web page, locate and click on the "My Submissions" tab.
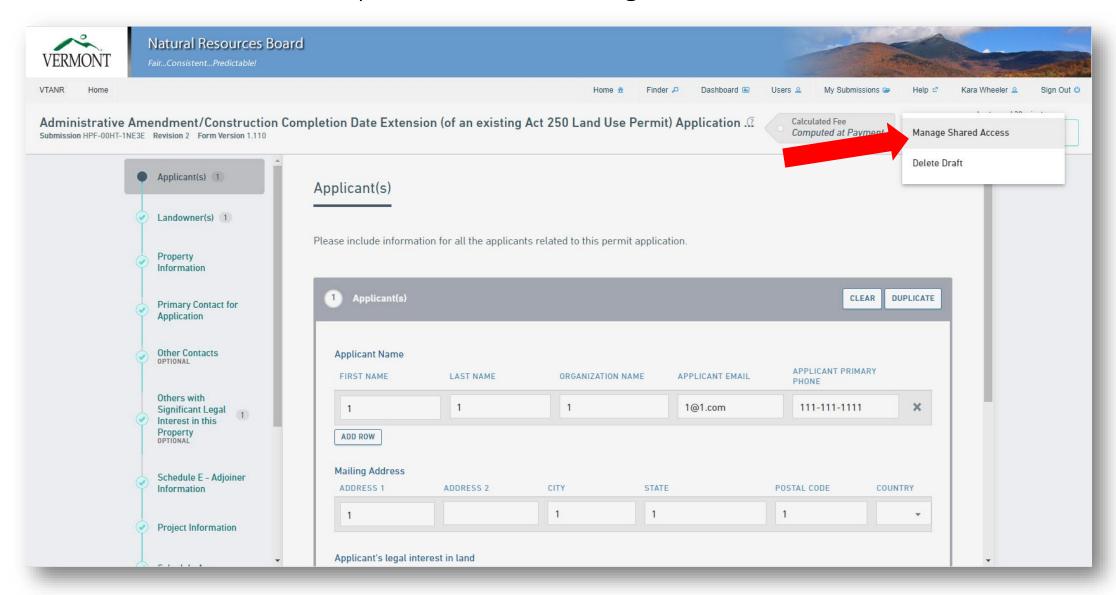
3. A list of all your draft and in-progress forms will appear. Choose the form you wish to share, then click on the arrow at the end of the line item to open the form.
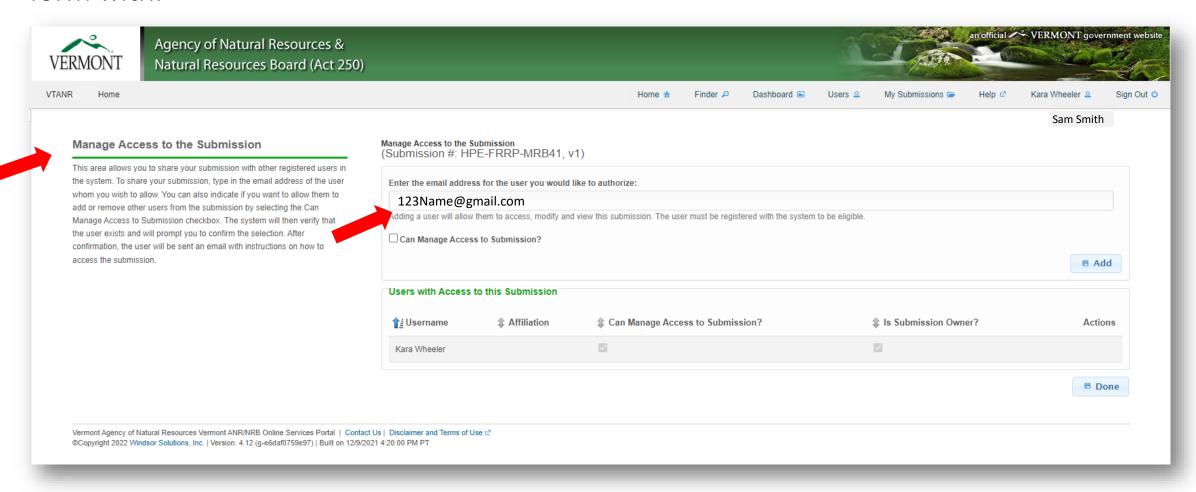
4. From within the application, click on the gear icon that appears at the top of the window to the right of the form's name.
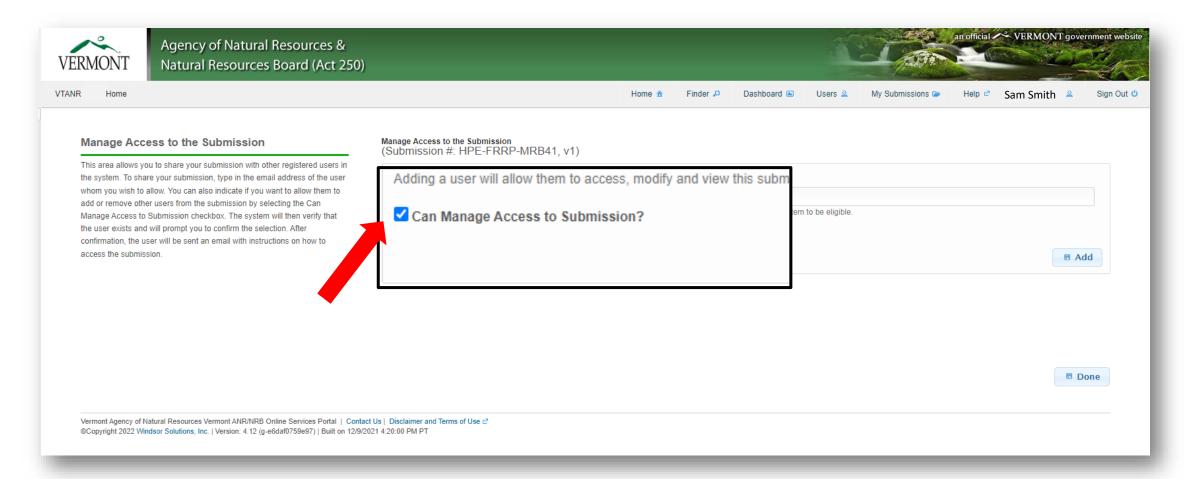
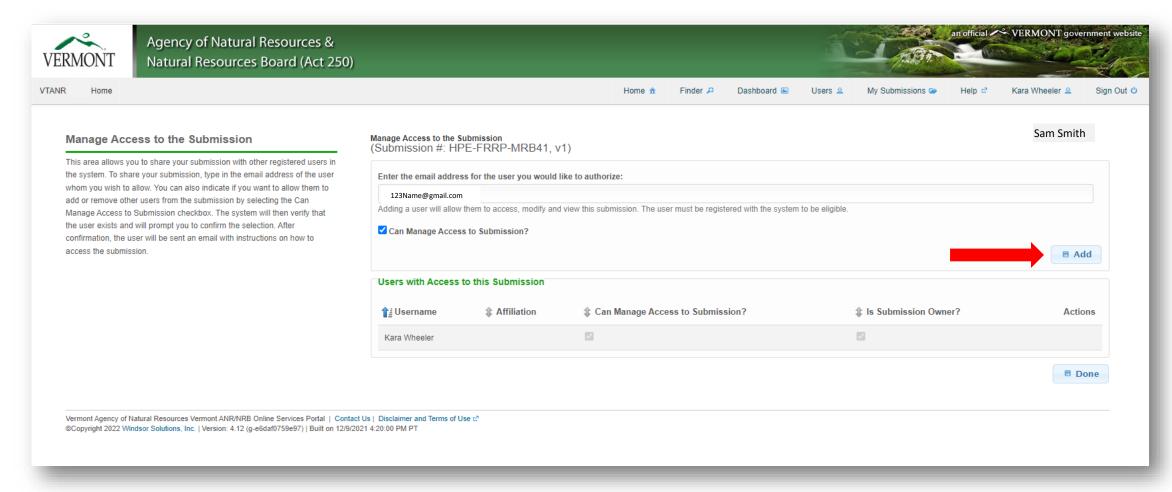## 5. In the new window that opens, click on "Manage Shared Access."

6. In the new window that opens called "Manage Access to the Submission," in the designated field, type in the email address of the person you would like to share the form with.
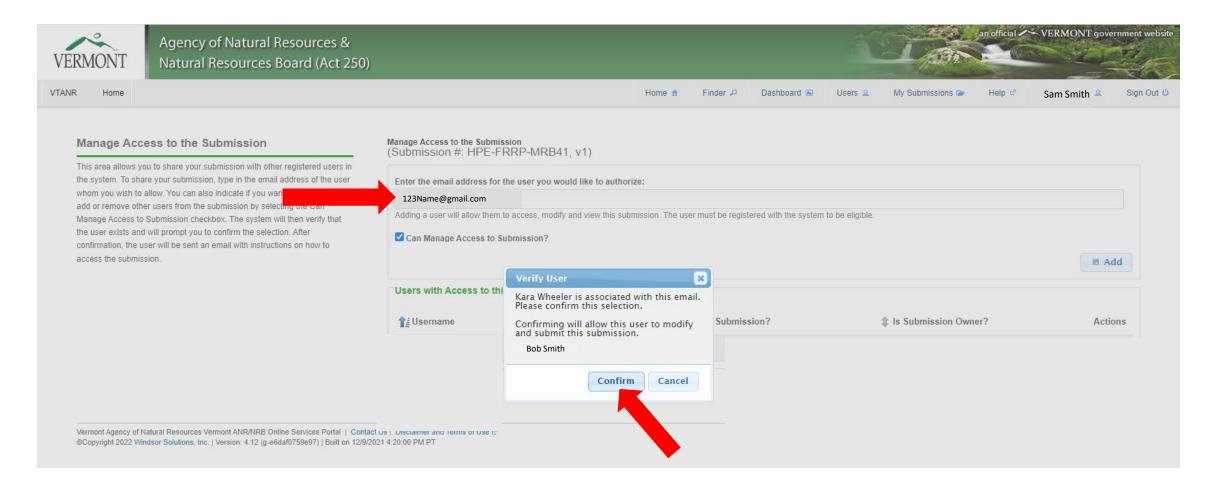
7. To give the person editing and submission rights to the application, check the box next to "Can Manage Access to Submission?" If you wish to give *read-only* rights, do not check this box.
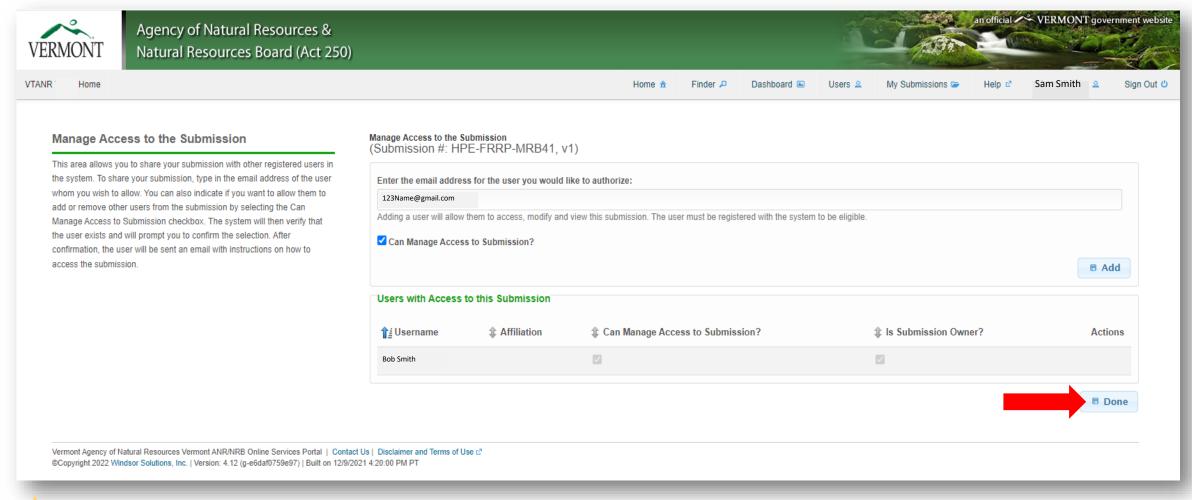
8. Within the same section, locate and click on "Add."

9. A "Verify User" window opens. Click "Confirm" to add the person, who will then receive an automatic email invitation to the form.

10. On the same page, click "Done" to complete the process. You will be returned to the Summary page. The added person will now have access to your form.
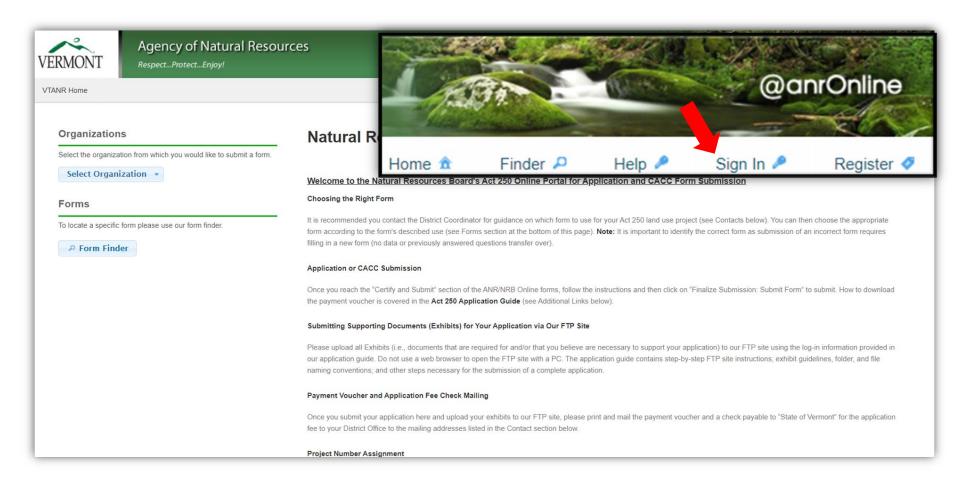

Helpful tip! If more than one user is working in the same ANR/NRB Online form at the same time, all users will need to refresh the browser frequently to see the latest edits.
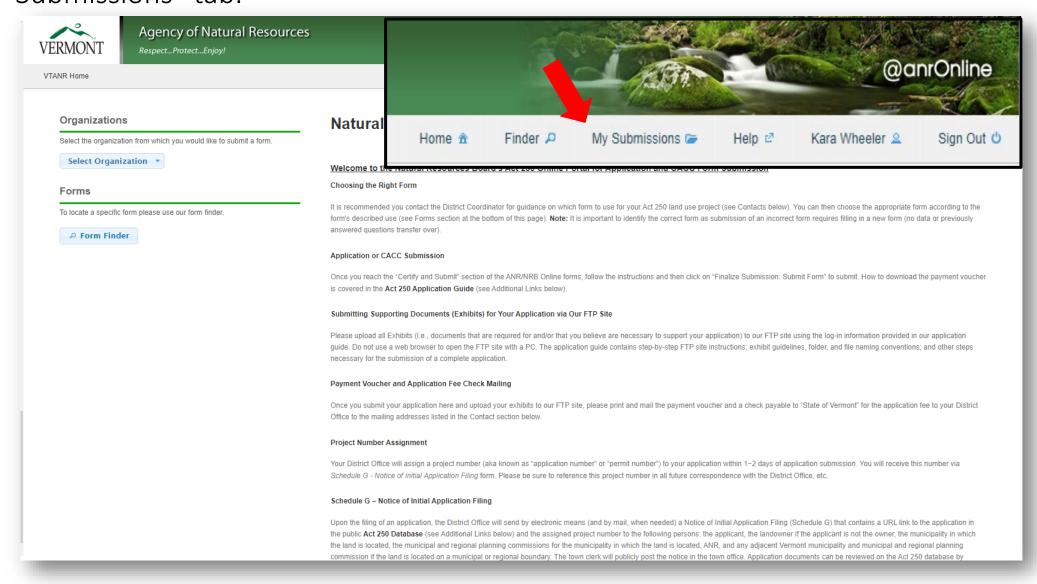
How to Share an Application with Others
from the application's *Summary* page

(See page 3 for instructions on how to share an application
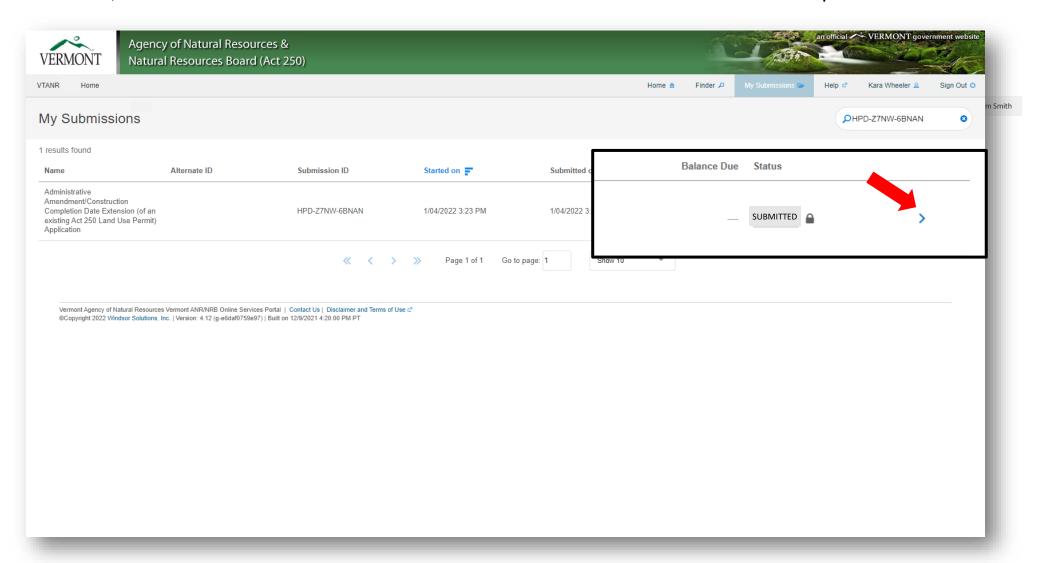with others *from within the form*)

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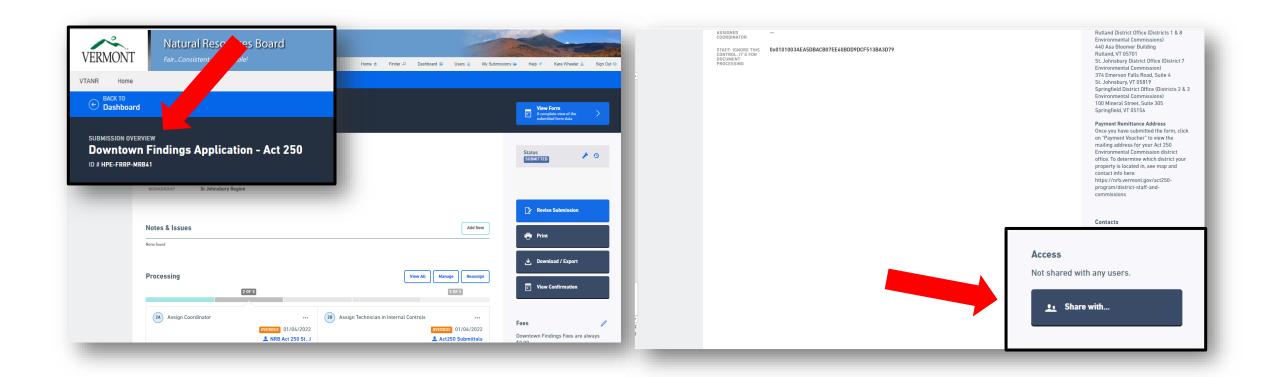
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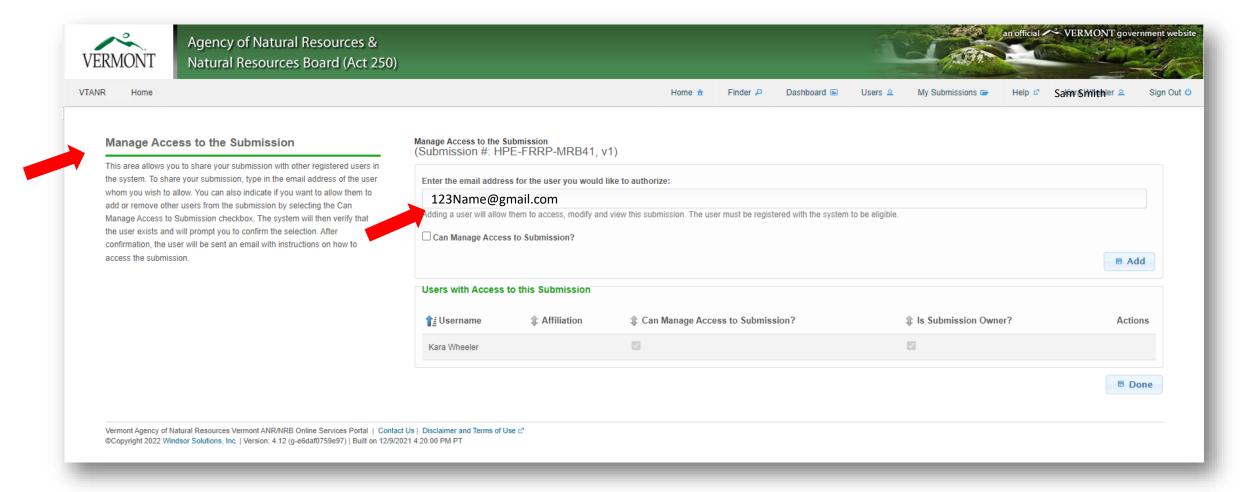
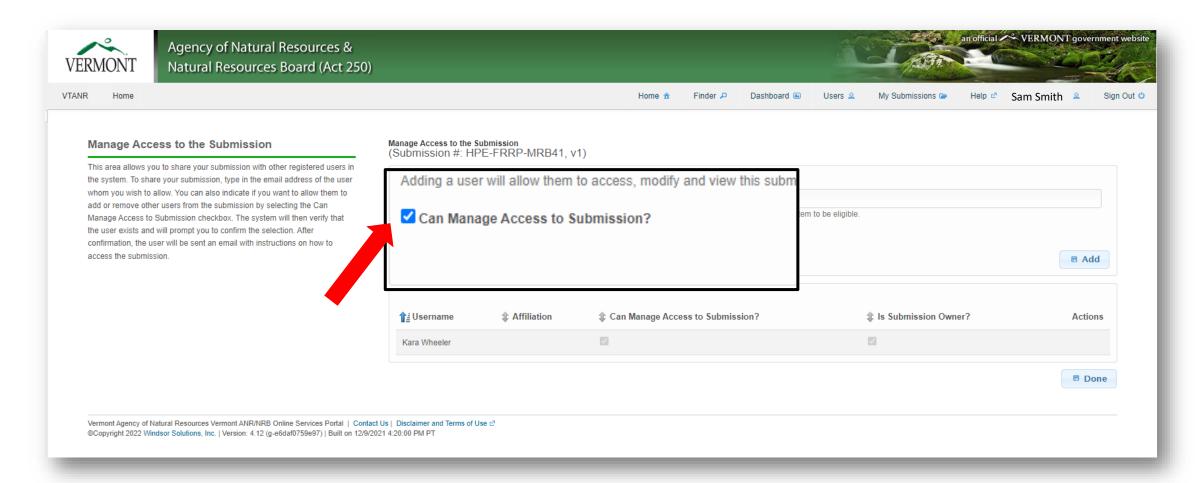# 4. On the "Submission Overview" page that opens...

...scroll down the page, and on the right-hand side, locate and click on the box that states, "Share with..."
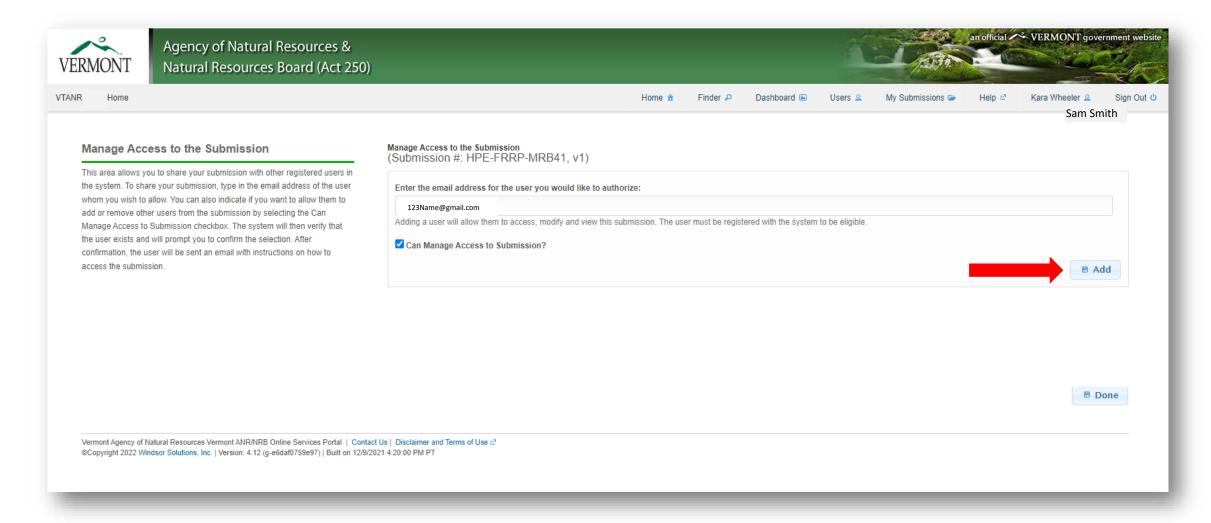
5. In the new window that opens called "Manage Access to the Submission," in the designated field, type in the email address of the person you would like to share the form with.
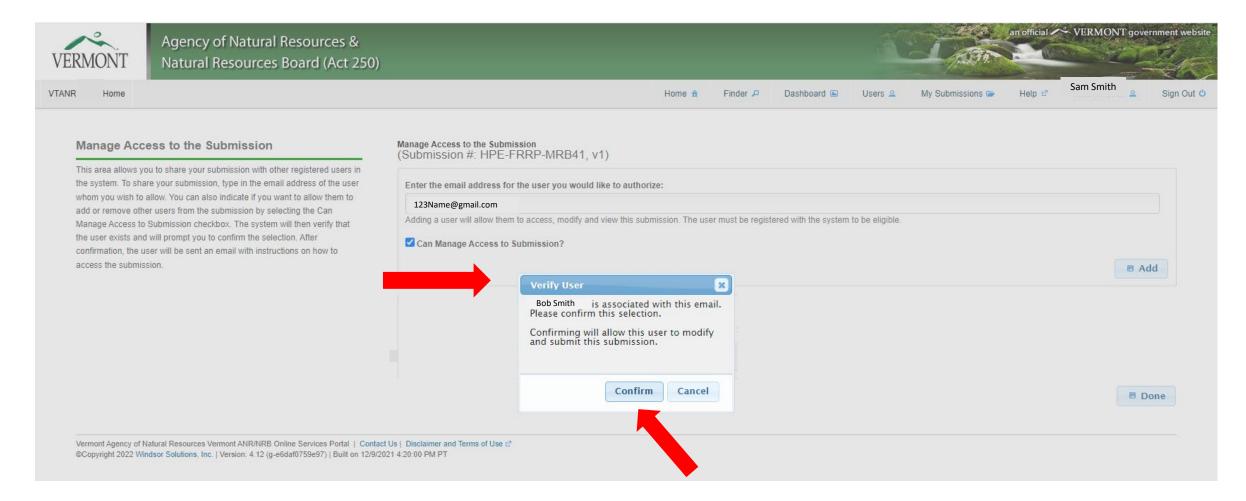
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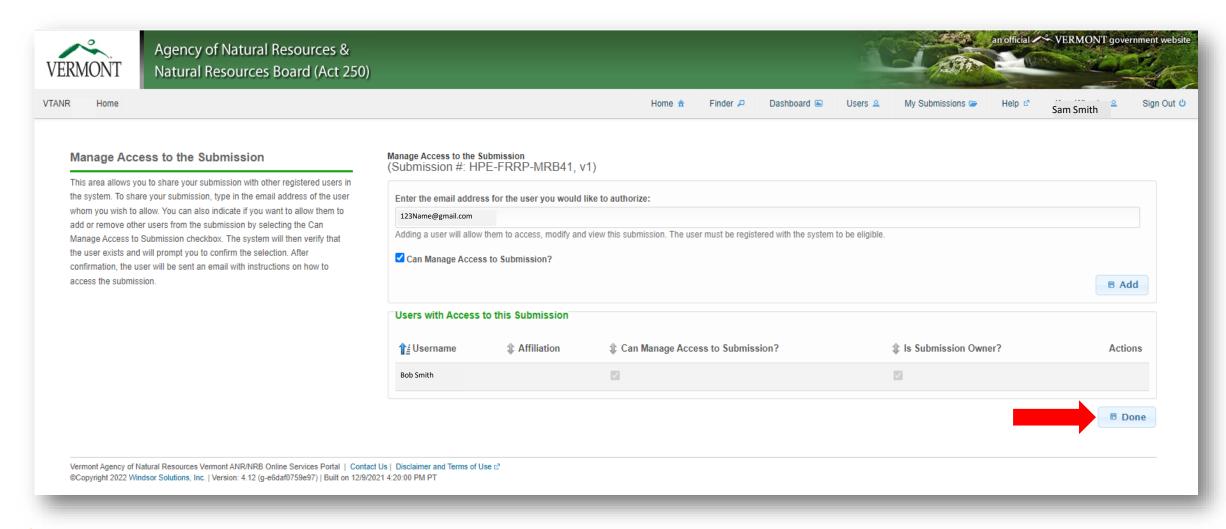
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