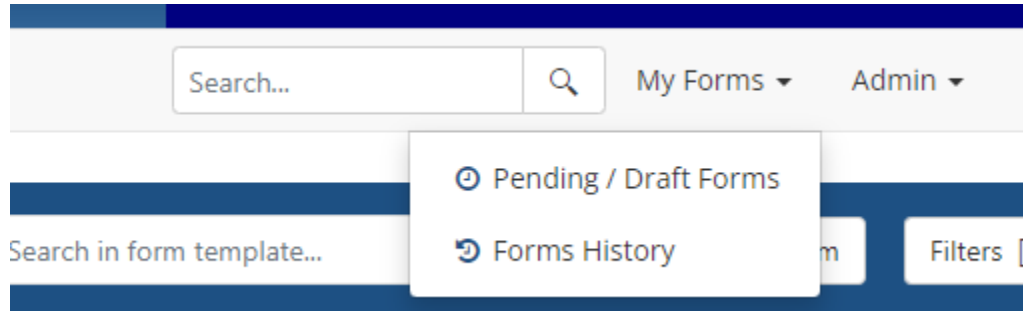


# Finding forms in Nextgen

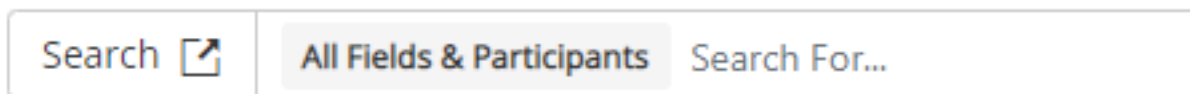
Log in using the following link: [NextGen Account](#)

In the top right corner, click the drop-down next to “My Form”

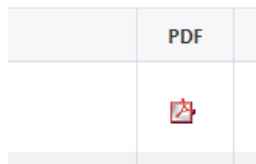


- Pending/Draft form will take you to the forms that have been started but aren't complete.
- Forms History will show you all forms that you have been involved with (complete or not)

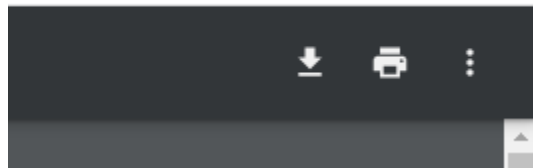
With both options above, you can search for a participant (cardholder, reconciler, approver, etc) by using the search bar.



You can also click on the PDF symbol to pull up the pending and or completed form.



If you need to attach a form to one of your transactions (required for ProCard Waivers and ProCard Violation Forms), you will need to click on the PDF symbol. Then in the top right-hand corner you will see the download option.



Once the form has been downloaded, you can attach a copy of the form via the receipt upload tab in PaymentNet.