

When starting an application, form access for the creator of the application will be classified as Owner/Submit. Only the creator can configure access for that specific form. The creator has the authority to add or remove contacts for anyone associated with their organization. Changes to form access will only be applied to forms which are 'In-Progress' and the form access page will be read only for any forms that are 'Submitted'.

There are two ways to navigate to the Form Access page in LaMPSS. If the user has started the process of applying for an application or completing an activity or financial report and requires another member of their organization to complete specific sections, the user must select the 'Manage Access' link at the top of the page.



Selecting 'Manage Access' will automatically direct users to LaMPSS. This is where users can provide access to another user to assist in the completion of the application or reports.


The dropdown list (located next to 'Add Form Access') will provide all active contacts for the organization. Once an individual is selected, their form access will need to be selected. The following access can be selected:

- **Owner/Submit** – This indicates that the contact is an owner/submitter which allows them to delete 'In-Progress' forms, manage form security, and view, complete, edit, and submit the form. To be granted this access the contact must have either a self-serve partial or full security role in LaMPSS. This access can be provided to more than one contact within the organization.
- **Editor** – This indicates that the contact is an editor who can view, complete, and edit a form. To be granted this access the contact must have at least one of the external security roles in LaMPSS.
- **View Only** – This indicates that the contact can view a form only. To be granted this access the contact must have at least one of the external security roles in LaMPSS.
- **No Access** – For individuals who have previously been provided one of the above access options, and they no longer require access of any kind. Users can change their form access to 'No Access'. If required, this access can be changed back.


At least one individual in the organization must have the Owner/Submit authority for the application.

You are logged in as **Self Serve User** working as


Save **Cancel**

My Organization 


Organization Home



Apply for Funding 

Programs and Services
View / Access In-Progress Forms

My Account 

Change Account Password

Recent Agrmnts/Cases 

 Get ADOBE READER 


LaMPSS Organization #:

Name:

Type: Private Vendor Inactive: No Inactive Organization: No

FMS Vendor #:


Org Program Application Form for WS-CC Org Program Application Form

Form Type: Org Program Application Form Form Status: In Progress Edit View Form 



Program: Wage Subsidy - Community Coordinator Agreement Id: Copy Link

Last Modified: May 03, 2023 Due Date:

Organization Form Access

Name	Title	Form Access	Date Updated
	President	Owner / Submit 	May 03, 2023

Displaying records 1 of 1

Add Form Access  - select - 

Save **Cancel**

Core Privilege Set IDs: 100210 3.0.0

If users attempt to add an individual who does not have access to the LaMPSS system, the following pop-up will be displayed:


The selected person does not currently have access to the LaMPSS system.

To provide them access to the LaMPSS system, the authorized representative from your organization must navigate to the Organization Contact screen and select at least one LaMPSS security role for this person.

Contact LaMPSS Support if you need additional assistance.

OK

Once all individuals are added and saved, each user will receive an automated email advising that they have been provided access to the form or report. The email will provide a direct link to the form.

To return to the current form, click 'Edit View Form'. To share the link with others in the organization. Click 'Copy Link' button  to copy the form URL.

Government staff are unable to view the details of a form or report until it has been submitted through LaMPSS Online.