

Bath and North East Somerset Council

Adults Portal User Guide Completed and Recovered Forms

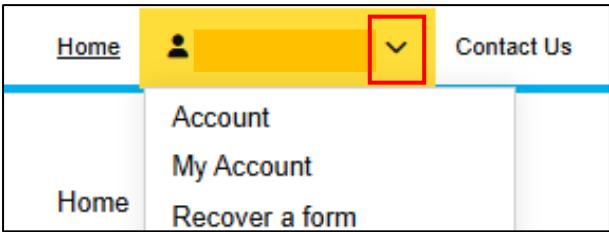
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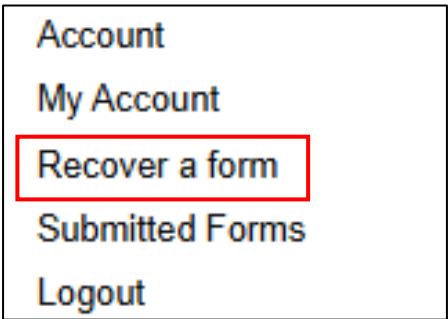
Portal User Guide: Recover a Form

If you have saved a draft form(s) you can recover it from your portal account.

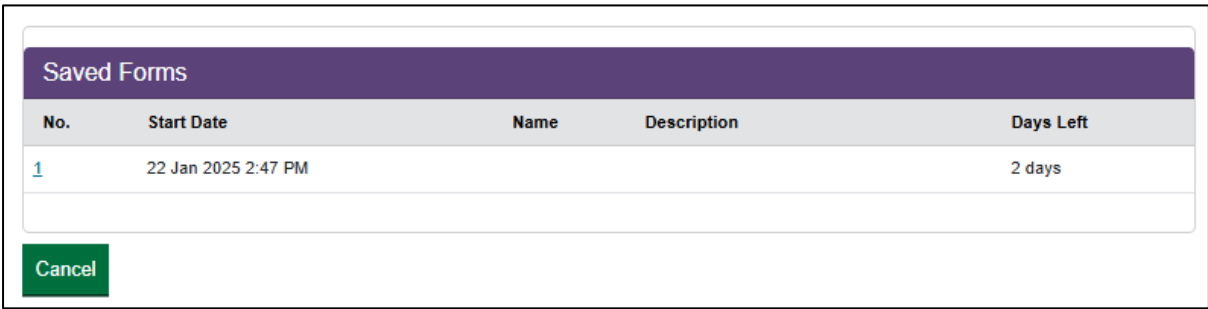
Login to your portal account. From the top menu, **select the arrow next to your name.**



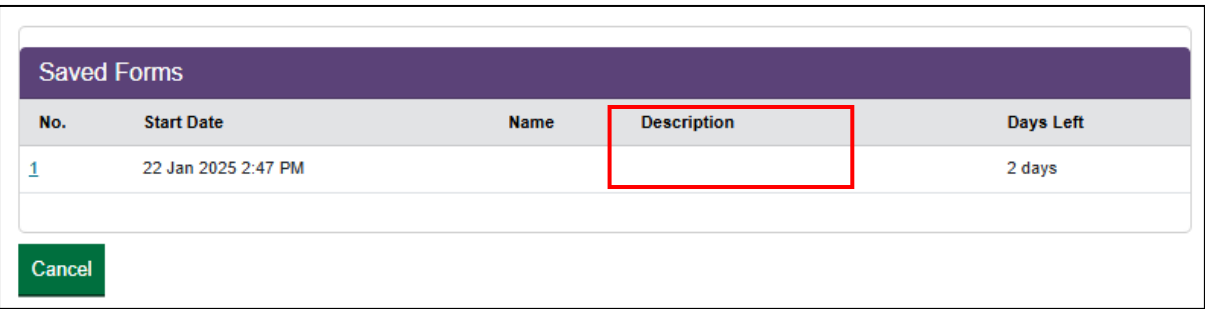
Select **recover a form**.



Your saved form(s) will show in the saved form table along with the form start date, name, form description and the days saved left. **You have 31 days to complete all saved forms otherwise they are automatically removed from the portal.**



To access your saved form(s), click the **form description**. The portal will open the form where you last **saved the information**.

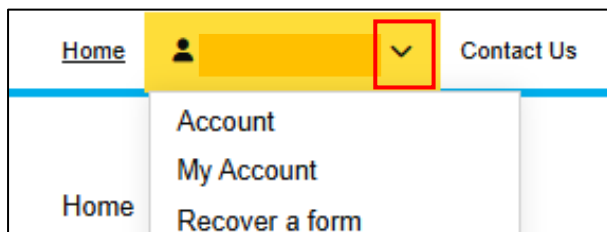


Complete your saved form(s) and **submit** to your Local Authority.

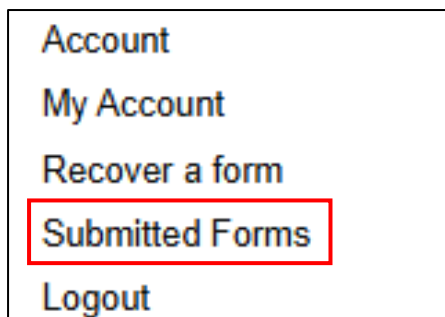
Portal User Guide: Submitted Forms

When you submit a referral to Adult Social Care via the portal these are automatically saved to your portal account.

Login to your portal account. From the top menu, **select the arrow next to your name.**



Select **Submitted Forms**.



You can view your recently submitted forms from the last 30 days. Each form has a unique reference number which will match in our adult social care case management system. If Adult Social Care have responded to your referral, you can also view this here.

To access your submitted form, **click into the description of the form.**

Recently Submitted Forms (Last 30 Days)					
Details	Name	Date	Response	Unique Reference	Version
	TEST TEST	17 Feb 2025	No response posted	LL-G2-WHB2-WU412W	1

Your saved form will open in a new tab in PDF format.

You can either **save** or **print** your form using the options in the right-hand corner.

