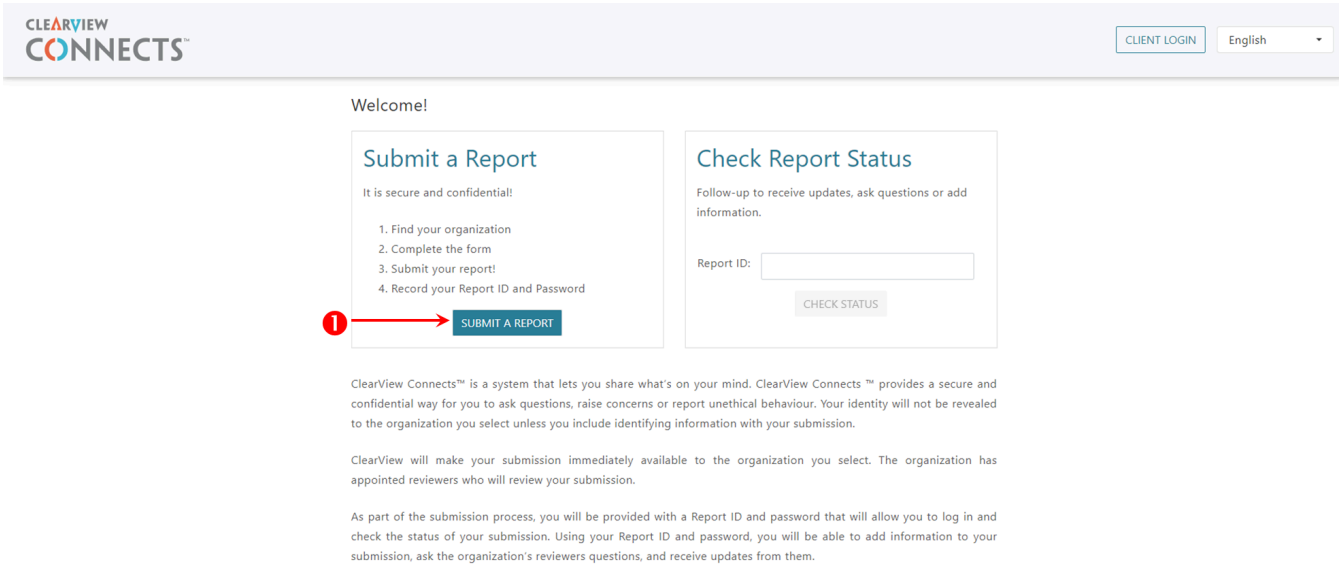
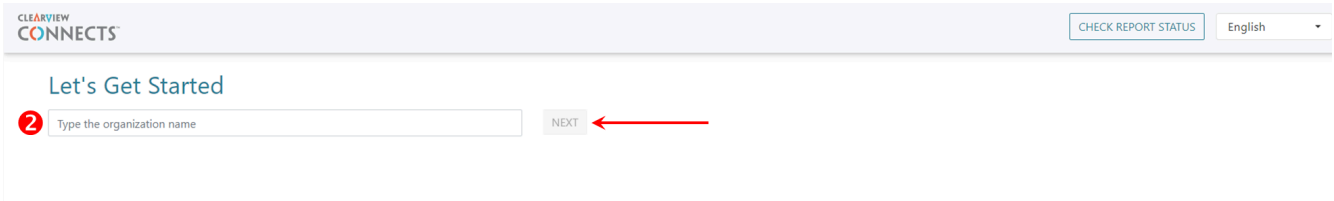
HOW TO SUBMIT A FORM

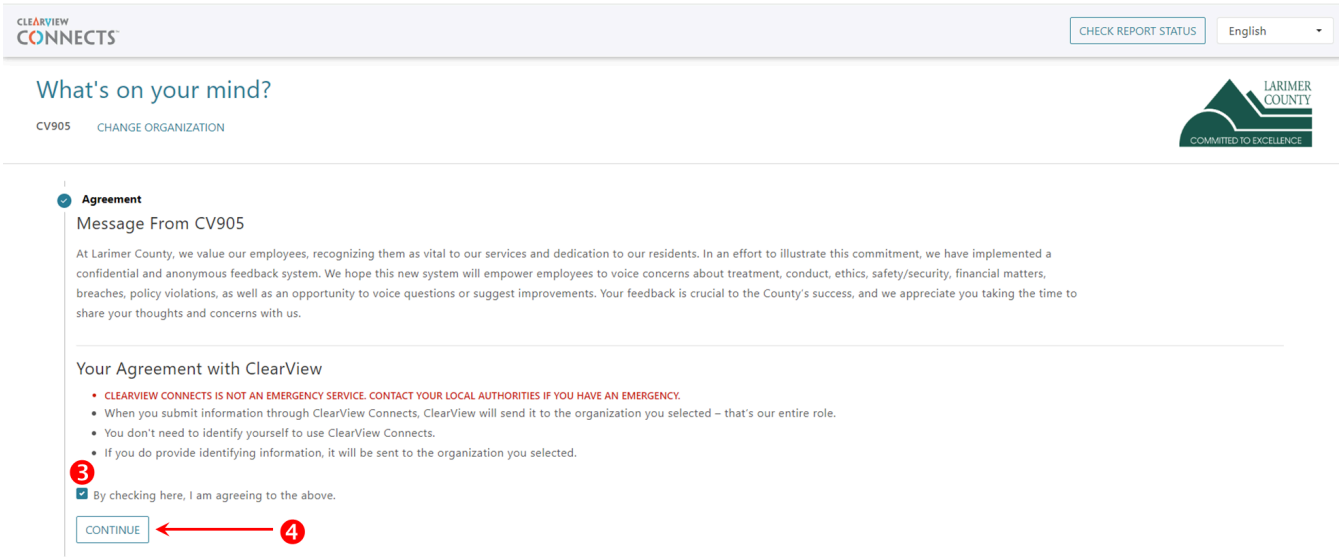
From the main screen, click on the Submit a Report❶ button.



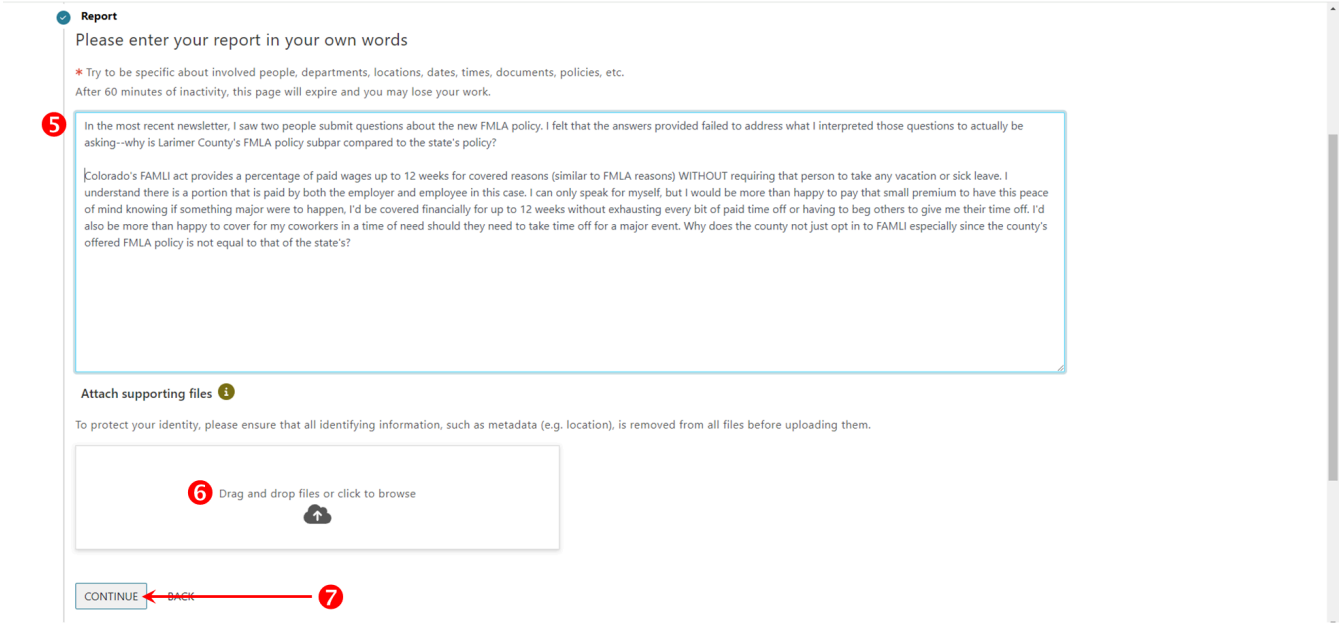
Under the Let's Get Started heading, enter **CV905**❷ in the organization name field, then click next.



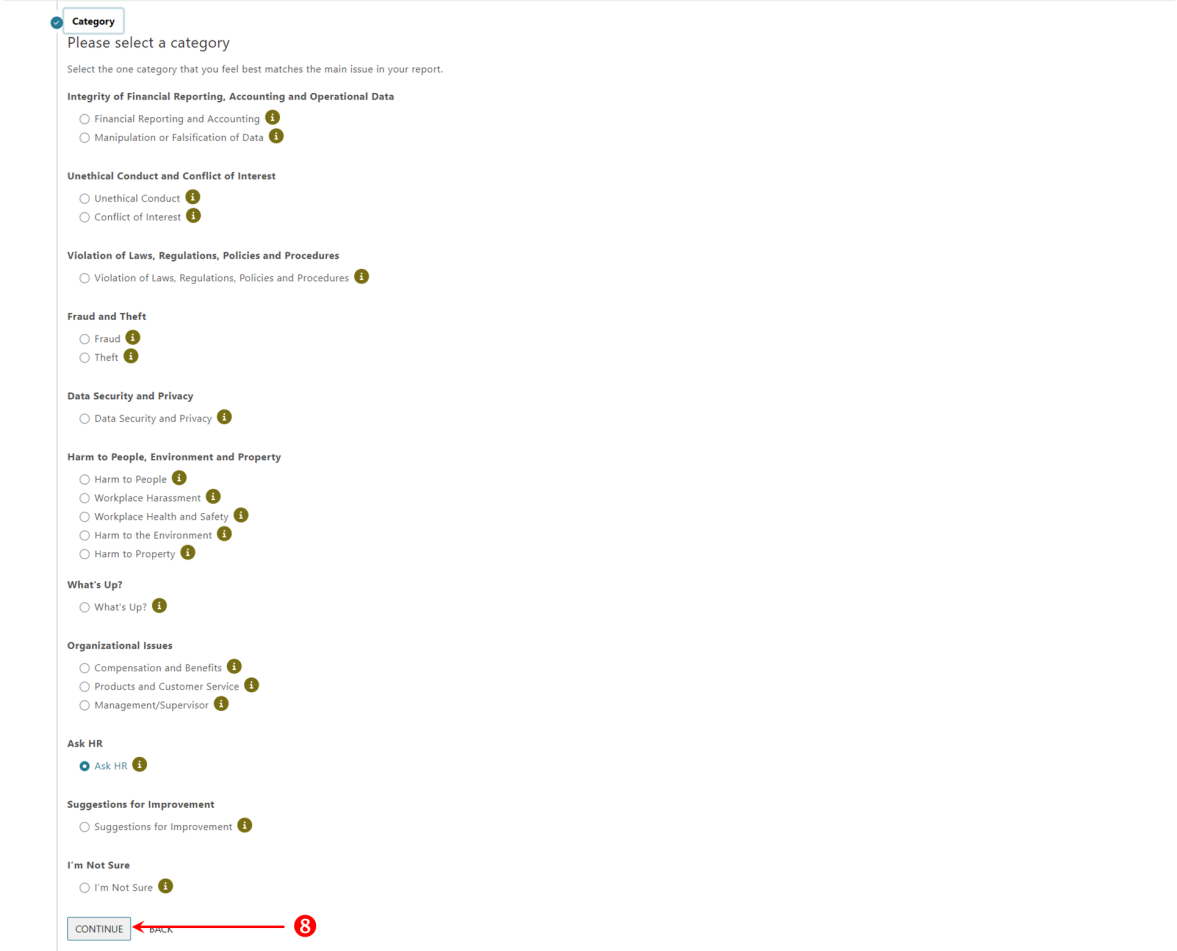
On the next screen, view a quick message from Larimer County, then read the agreement. Check the agreement box❸, then click the Continue❹ button.



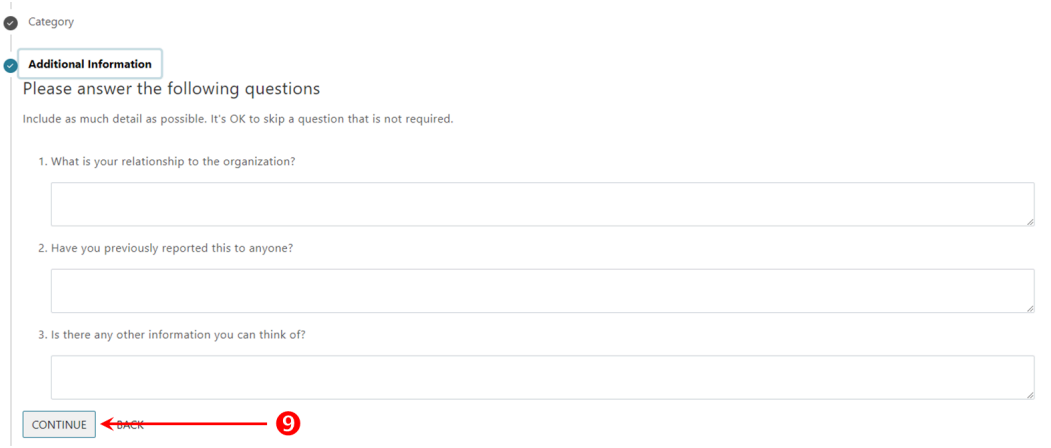
Share your question, concern, or report on the next section❺; be as detailed and specific as possible. If you have any supporting❻ documentation, add it here. Otherwise, click on the Continue❼ button.



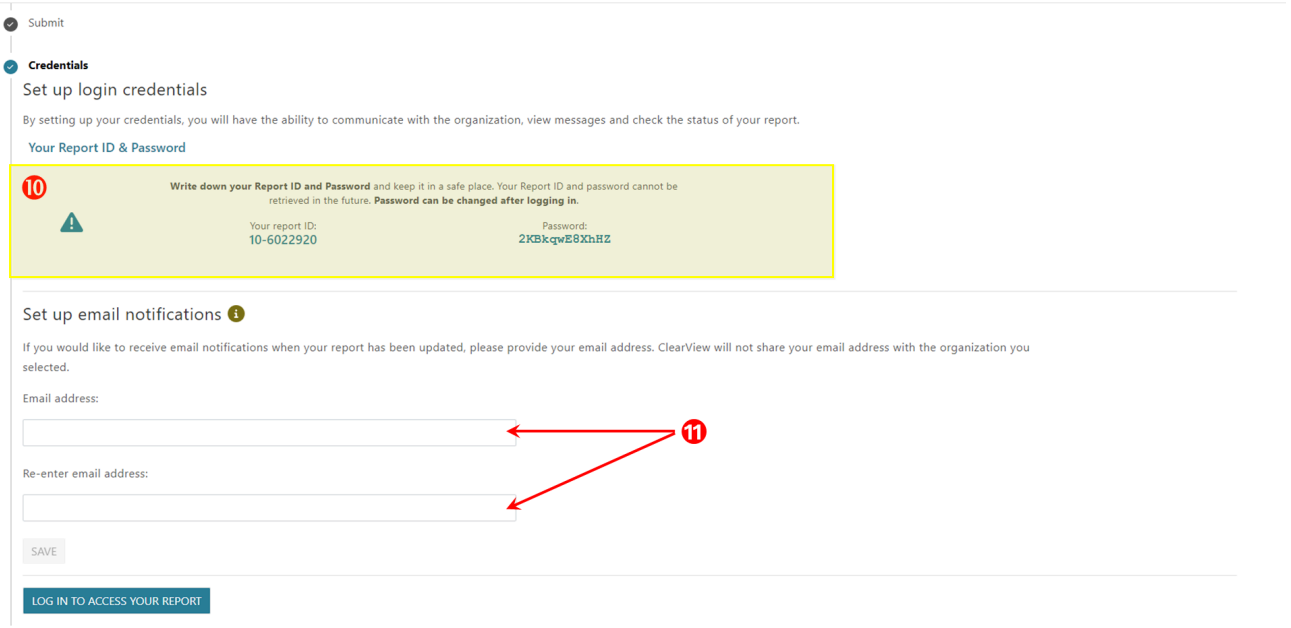
In the Category section, choose one of the listed categories or I'm Not Sure, click Continue❽.



In the Additional Information section, employees have the option to fill in this information or leave it blank before clicking the Continue❾ button.



If you are interested in following up your submission, copy and paste the highlighted information❿ in a safe place for future reference: Report ID and Password.



If you are interested in receiving email updates, enter your email address⓫ and hit the Save button.