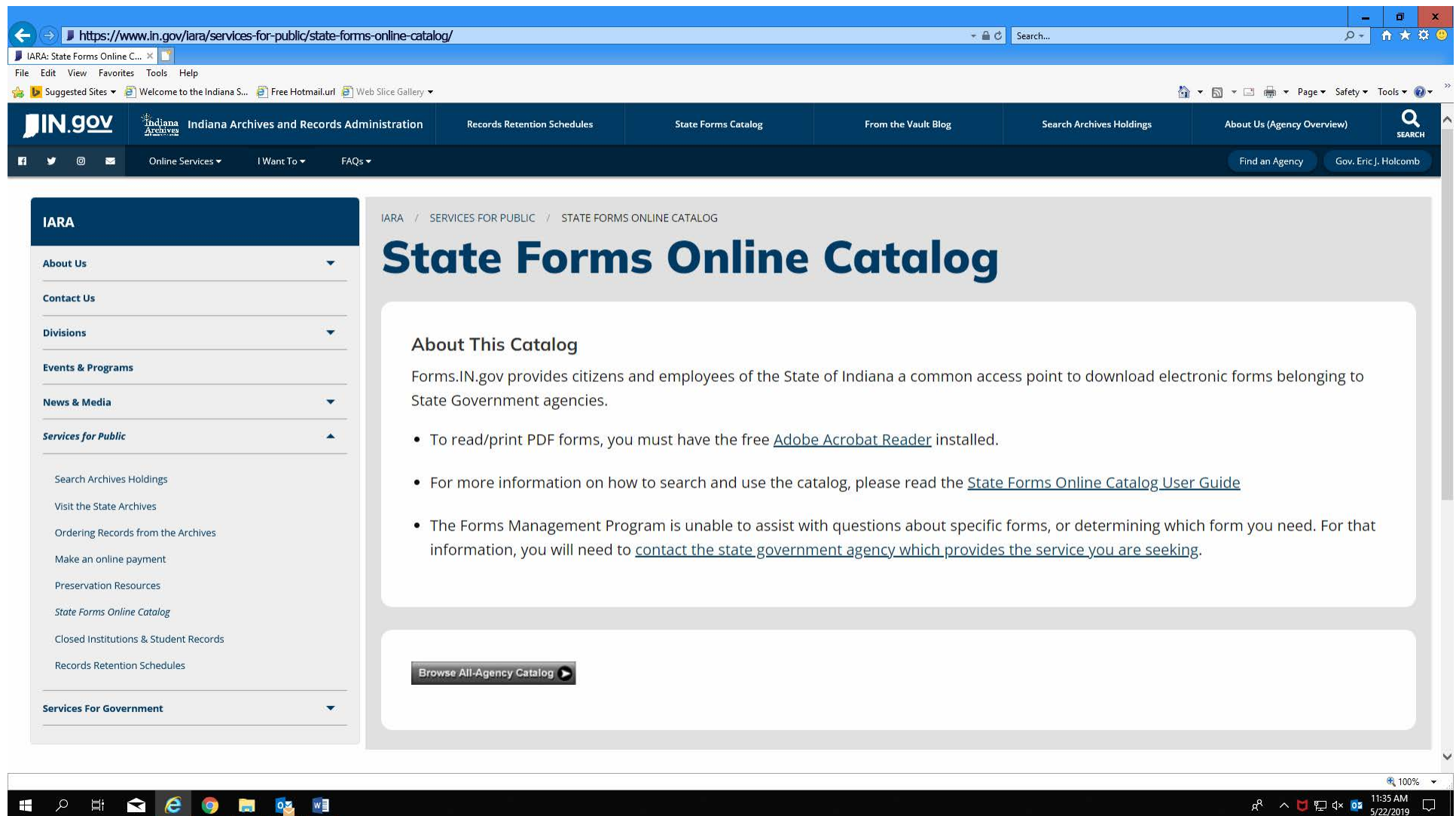# Using the State Forms Online Catalog

When users go to the State Forms Online Catalog, they will see this screen:

Users should click "Browse All-Agency Catalog" to access the State Forms Online Catalog.

Clicking "Browse All-Agency Catalog" will bring users to the public search screen:

Here, users may search by form number, form title, form description, agency, or any combination of the four.

Please Note: If you use a combination of search items, they must be entered exactly as they are saved in the Catalog or there will be no Results.
IARA recommends using only the form number OR only one word of the Form Title to help ensure you receive Results.

The State Forms Online Catalog has three levels of access, which are specified by the agency: Public Search, State Employee Only, and Agency Employee Only.

If users want to access forms that are restricted to State Employee Only or Agency Employee Only, they will click "State Employee Login" from the public search screen, which will bring them to the login screen:

Here users will enter the same user name and password they use to log in to their State computers each day.

When users are successfully logged in, the employee search screen displays:

In addition to any combination of the search criteria, users will notice that two boxes are checked by default: "Search State Employee Forms", which displays only forms available to State employees, but not public forms; and "Search Agency Specific Forms", which displays forms available to the user's agency only, but not to other State employees or to the public.

Deselecting one of these boxes will give more specific search results, but only those categorized under the still-selected box. Deselecting both boxes allows for browsing of public forms only. When any type of search is successful, the results will display as shown:

Users may download the desired form by clicking its link.

Agencies may also create links to their forms by right-clicking on the desired link and copying the shortcut:

The resulting link may be used by agencies on their websites, brochures, e-mails, etc.

Agencies must use direct links to the State Forms Online Catalog on their individual websites; agencies may not use separately posted copies of the forms. When copies of forms are posted on the internet independent of the State Forms Online Catalog, they are not connected to the central repository and will not update when the forms are revised. This results in outdated copies of forms – which may contain incorrect information such as instructions, addresses, and fees – remaining available to users. IARA encourages all agency heads, webmasters and forms coordinators to not post copies of State forms onto agency websites; webmasters should only post links to State Forms onto the agency websites.

If you have any questions about how to access the new State Forms Online Catalog, please contact the IARA main desk at (317) 232-3380 or e-mail Forms Management at fmd@iara.in.gov.