**Submitting Form D in Global Link**

1. Log into Global Link using your ID and Password
2. Click on the **Host Family Application** button in the left side menu



3. Use the search fields to look up the host family with whom you are working and click **Search**



4. When the family shows up under the results click on the blue "**Service Ref.**" link to open the Service Case Detail page



5. From the buttons at the top of the screen, choose **Upload/Fill In App Form**



***Please Note*** *that you must have one of the following Global Link Affiliations or the* ***Upload/Fill In App Form*** *button will be grayed indicating that you are not allowed to perform this function.*

|  |  |  |  |
| --- | --- | --- | --- |
| * NSLI-Y Phone Interviewer
* NSLI-Y Interviews Coordinator
* NSLI-Y Interviewer
* Sending Volunteer
 | * Sending Interviewer
* Sending Interview Coordinator
* Sending Coordinator
* Hosting Volunteer
 | * Hosting Coordinator
* Hosting Interviewer
* Compliance Coordinator
* Chair
 |  |



6. After clicking "**Upload/Fill In App Form**" you will be asked which form you'd like to upload. In this case you would, of course, select "**Create**" to the right of Form D: Host Family Interview.



7. At the top, select whether you would like to upload a document or fill in the form directly into Global Link.



* 1. If you choose to “Upload,” you will need to enter the date of the interview and if it is a single or two-parent family:



* 1. Then you will need to Upload your Interview Form. The “**Browse…**” button will allow you to browse your computer to find your electronic version of the Form D. Click “**Upload File**” after you find it.



* 1. Next you will need to enter in your name to serve as an electronic signature:



* 1. And finally you can submit the interview!



9. To verify that your Host Family Interview was submitted successfully, you can click again on the **Upload/Fill In App Form** button to see if the status now reads “Submitted”

