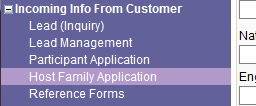
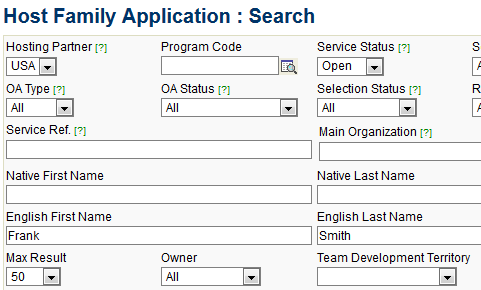
**Submitting Form D in Global Link**

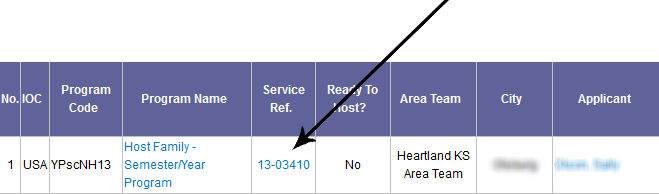
1. Log into Global Link using your ID and Password  
2. Click on the **Host Family Application** button in the left side menu

[](https://www.afswiki.org/index.php/File:Hfapp.png)

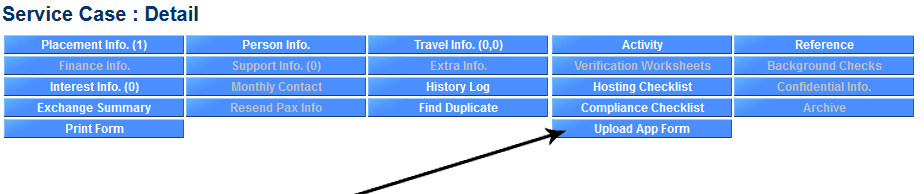
3. Use the search fields to look up the host family with whom you are working and click **Search**

[](https://www.afswiki.org/index.php/File:Hfsearch.png)

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

[](https://www.afswiki.org/index.php/File:Hfresults.png)

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

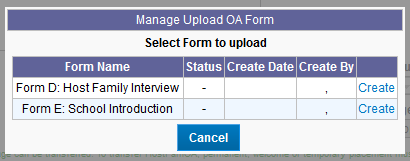
[](https://www.afswiki.org/index.php/File:Hfservicedetail.png)

***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.*

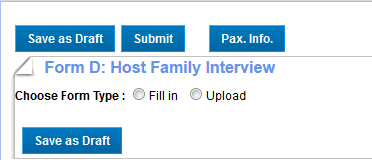
|  |  |  |  |
| --- | --- | --- | --- |
| * NSLI-Y Phone Interviewer * NSLI-Y Interviews Coordinator * NSLI-Y Interviewer * Sending Volunteer | * Sending Interviewer * Sending Interview Coordinator * Sending Coordinator * Hosting Volunteer | * Hosting Coordinator * Hosting Interviewer * Compliance Coordinator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



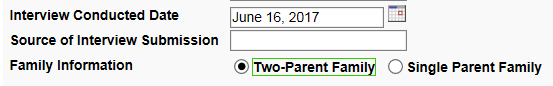
6. After clicking "**Upload/Fill In App Form**" you will be asked which form you'd like to upload. In this case you would, of course, select "**Create**" to the right of Form D: Host Family Interview.

[](https://www.afswiki.org/index.php/File:Uploadoption1.png)

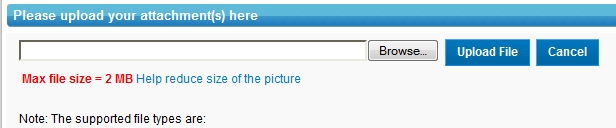
7. At the top, select whether you would like to upload a document or fill in the form directly into Global Link.

[](https://www.afswiki.org/index.php/File:Uploadoption.png)

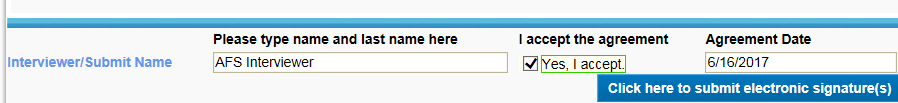
* 1. If you choose to “Upload,” you will need to enter the date of the interview and if it is a single or two-parent family:



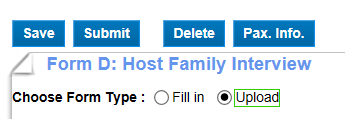
* 1. Then you will need to Upload your Interview Form. The “**Browse…**” button will allow you to browse your computer to find your electronic version of the Form D. Click “**Upload File**” after you find it.

[](https://www.afswiki.org/index.php/File:Uploaddialogbox.png)

* 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”

