



Using NH Online Forms

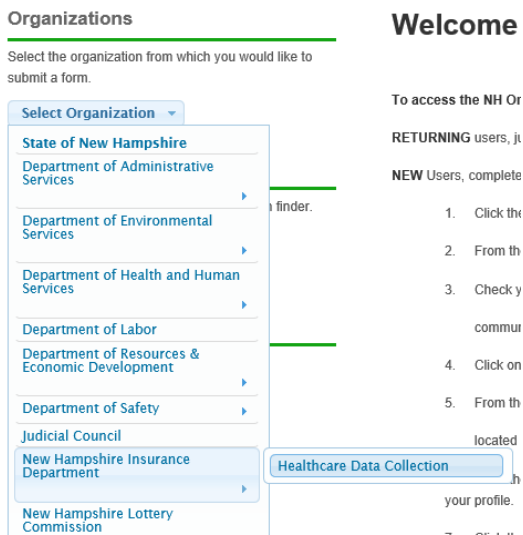
Submitting Forms to the NH Insurance Department

Logging in or Registering

1. Go to <https://forms.nh.gov/onlineforms>
2. Click Register  on the top right of the screen or Sign In if you've already registered 
3. If you are registering, you will receive a confirmation email. Click the link in that email to confirm access to the system before continuing.

New Hampshire Insurance Department Forms

4. Click on "Select Organization"
5. Hover over "New Hampshire Insurance Department"
6. Click on Healthcare Data Collection



Organizations

Select the organization from which you would like to submit a form.

Select Organization

- State of New Hampshire
 - Department of Administrative Services
 - Department of Environmental Services
 - Department of Health and Human Services
 - Department of Labor
 - Department of Resources & Economic Development
 - Department of Safety
 - Judicial Council
 - New Hampshire Insurance Department**
 - New Hampshire Lottery Commission

Welcome

To access the NH Or

RETURNING users, jt

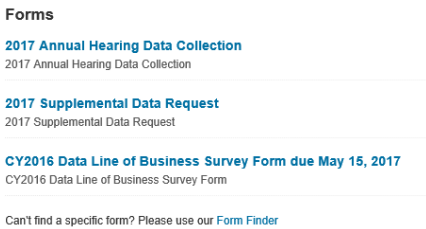
NEW Users, complete

1. Click the
2. From th
3. Check y
4. Click on
5. From th

located

your profile.

7. Scroll to the bottom of the page and select the form you need to submit



Forms


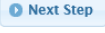

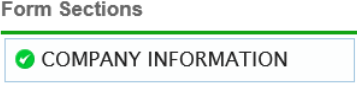





2017 Annual Hearing Data Collection
2017 Annual Hearing Data Collection

2017 Supplemental Data Request
2017 Supplemental Data Request

CY2016 Data Line of Business Survey Form due May 15, 2017
CY2016 Data Line of Business Survey Form


Can't find a specific form? Please use our [Form Finder](#)

Submitting your Form

8. Click “Submit online form”  found at the top left of the page
9. Click “Next Step”  on the Processing Information Screen
10. Complete section one, “Company Information”
 - a. Please ensure all fields with a red asterisk * are filled in completely
11. Click “Next Section” 
12. Verify that there is a green circle with a white check next to “Company Information” under “Form Sections” on the left 
 - a. If not, click “Previous Section”  to review your information and ensure all required fields are filled in.
13. Fill out all of the necessary fields on the following screen
14. Click “Next Step” 
15. Verify the information is correct, then click “Next Step”  at the bottom of the page
 - a. If information needs to be changed, click “Previous Step” 
16. Read and agree to the Certification Text, then click “Submit Form” 
17. Receive Confirmation Email from NH Online Forms that your form was successfully submitted.



Reviewing your Submission


Data submit through the NH Online Forms system is available in the History menu. To view previous submissions:

1. Log in to NH Online Forms <https://forms.nh.gov/onlineforms>
2. Click the History  menu









Submission History

Total records: 2 | Showing 2 | (filtered from total records) Filter:

Submission #	Created	Submitted	Submission Name	Status	Locked	Actions
2PW-GVEF-N6NB	03/08/2017 10:49 AM	03/08/2017 11:06 AM	CY2016 Supplemental Data Report	Submitted	No	
2PW-GFFP-7NTT	03/08/2017 11:07 AM	03/08/2017 11:08 AM	CY2016 Annual Hearing Data Collection	Submitted	No	

3. Click the magnifying glass  to view your submission
4. On the right side under Actions you can Print or Download your submission

Actions

-  Revise Submission
-  View Submission Details
-  **Print Submission**
-  Download COR
-  **Download Submission**
-  Copy As New
-  Open In New Window
-  Manage Access to Submission