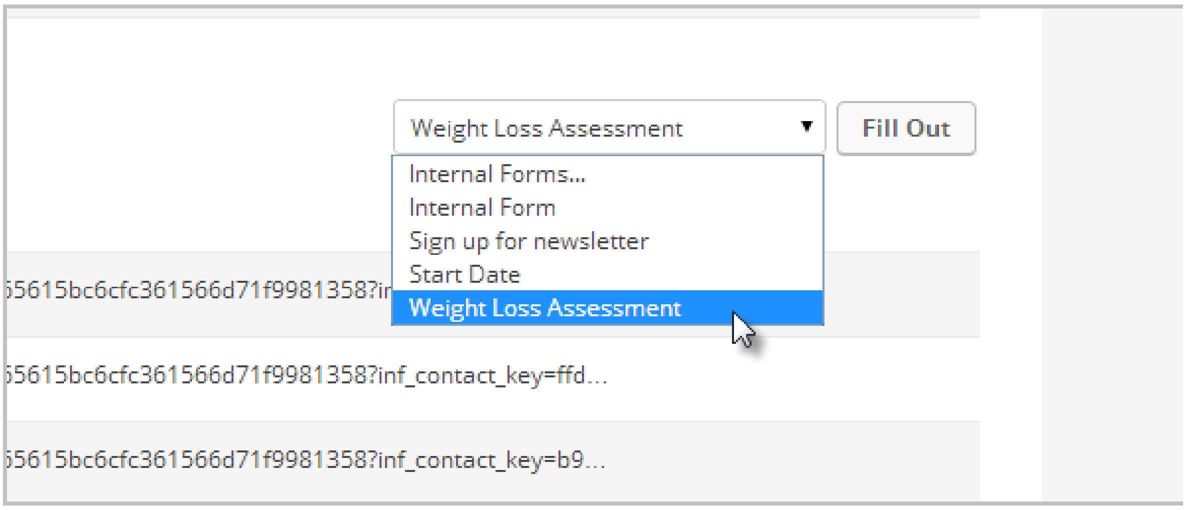
Submit an Internal Form for an existing contact

An internal form gives you the ability to submit a form on behalf of an existing contact. Internal forms help automate internal workflows.

Pro-Tip! Click here if you are looking to learn how to set up an internal form in the campaign builder.

1. After finding the contact, scroll down to the **Internal Form Submissions** section, select the form you would like to use from the drop-down, and click the **Fill Out** button



2. The current contact information will populate the form. Enter or update the information in the form, and then click on **Save** to apply the update

3. Or While in Interactive List View, just click the **Internal Form** icon