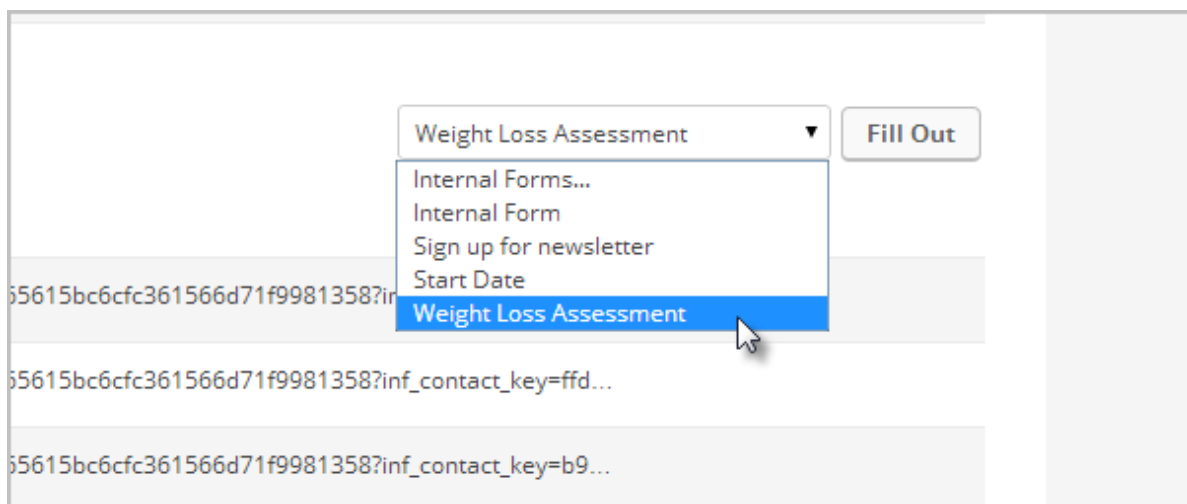


Submit an Internal Form for an existing contact

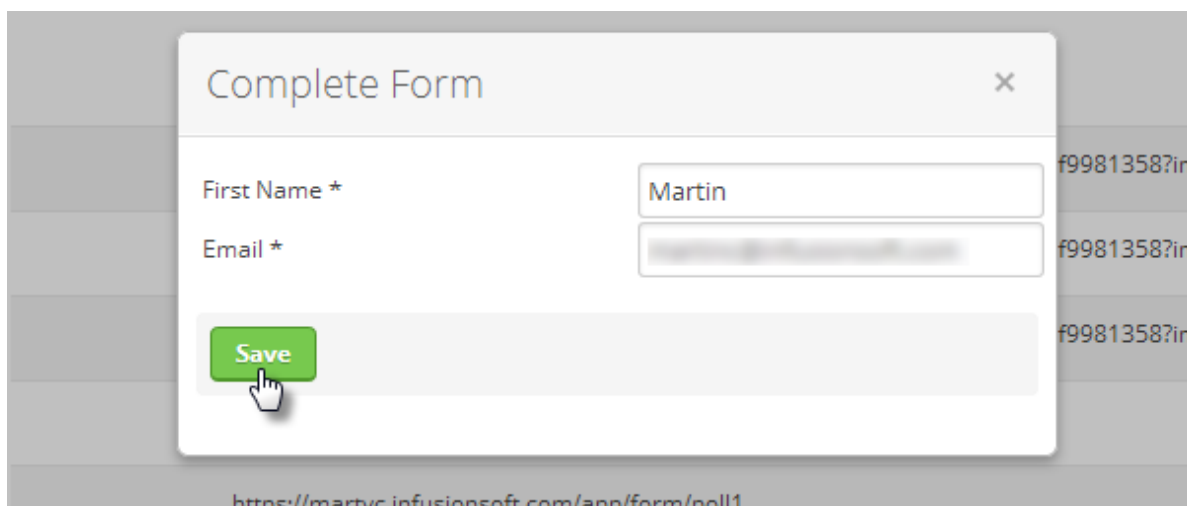
An internal form gives you the ability to submit a form on behalf of an existing contact. Internal forms help automate internal workflows.

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

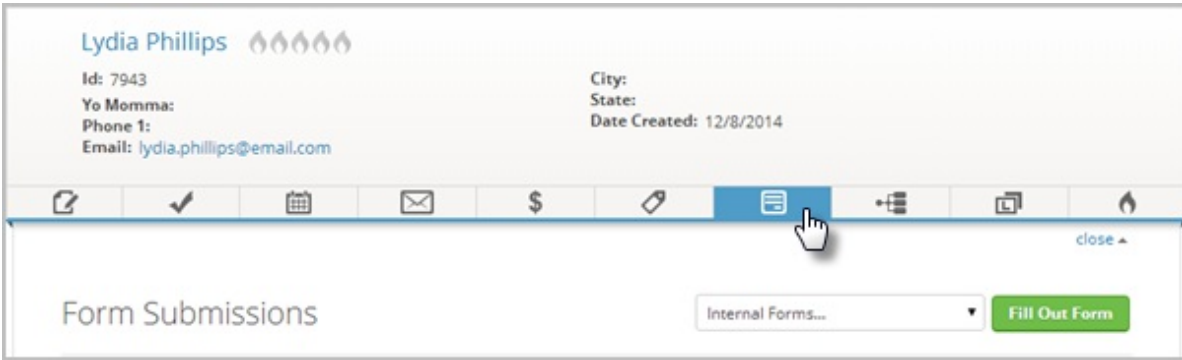
1. After finding the contact, scroll down to the **Internal Form Submissions** section, select the form you would like to use from the drop-down, and click the **Fill Out** button



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



The screenshot shows a user profile card for Lydia Phillips. The card includes the following information:

- Lydia Phillips** (with five flame icons)
- Id:** 7943
- Yo Momma:**
- Phone 1:**
- Email:** lydia.phillips@email.com
- City:**
- State:**
- Date Created:** 12/8/2014

Below the profile information is a horizontal toolbar with several icons: a pencil, a checkmark, a calendar, an envelope, a dollar sign, a tag, a document with a checkmark (highlighted in blue with a mouse cursor), a list icon, a document with a checkmark, and a flame icon. To the right of the toolbar is a "close" button with a small upward arrow.

Below the toolbar, the text "Form Submissions" is displayed on the left. On the right, there is a dropdown menu labeled "Internal Forms..." and a green button labeled "Fill Out Form".