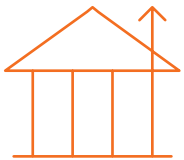


# SIMPLIFY SELF-SERVICE WITH BESPOKE FORMS



Citizen Access - Forms Designer (CA-FD) allows you to create bespoke forms for every service area and publish them on your website. Gather your data in one place while delivering ease and consistency for users and citizens alike.

## KEEPING IT SIMPLE

You already engage with your citizens online across all departments of the authority, and now there's an easy way to make that experience smooth and consistent. No need to integrate with third parties, Citizen Access allows you to create and tailor your self-service forms for every purpose. Members of the public can apply for a Council Tax refund, appeal a Benefits decision or report a missing bin in a consistent way, all from your website.

CA-FD is hosted in the cloud on the Citizen Access platform alongside existing forms for Revenues and Benefits. And for corporate standalone forms, it generates a URL link which is easily accessible from your website.

## CITIZEN ACCESS - FORMS DESIGNER HIGHLIGHTS

- Allows your teams to create their own online forms for any service area
- Store all relevant data together in NEC Revenues & Benefits
- Familiar functionality for authority users
- Consistent look and feel for citizens



## TAILOR THE FORMS TO WORK FOR YOU

You can start from scratch, or use some of our standard forms as a starting point. And if you have multiple forms that require the same or similar data, no need to waste time creating the same thing twice. Simply duplicate pages or an entire form to make life easier. By using our preview functionality, your teams can see exactly what a citizen would see before the form goes live. So you have every confidence in what you're delivering.

Just like other Citizen Access products, CA-FD comes with in-built form validation to ensure you're getting the most accurate data possible. Need to make some fields optional, or ensure that a certain field must be 11 characters long? Let Citizen Access check that at the point of submission so you can focus on more complex tasks.

## KEEPING THE DATA IN ONE PLACE

Reliable data allows you to deliver better services. Each time a form is submitted, a PDF is generated for both the citizen and the authority. And you can automatically route that PDF straight into NEC Revenues & Benefits and subsequently a Document Management Solution. At the touch of a button, you have all the data available. CA-FD gives your teams the full picture so they can take the right action fast.



Familiar look  
and feel



Save data  
in one place



Customisable  
and flexible

For more information on the services NEC Software Solutions offers visit our website [necsws.com](https://necsws.com) or get in contact with us at [revsandbens@necsws.com](mailto:revsandbens@necsws.com)

