

# Printing a Form Manually

CBMS | Process Manual | Revised: October 2020

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## OVERVIEW

This document provides a step-by-step process for how to print a form manually in CBMS.

## PROCESS

1. Log in to **CBMS**
2. Click on the **Follow-Up Activities** tab
3. Click on the **Client Correspondence** tab
4. Click on the **Print a Form Manually** tab
5. Select appropriate **Correspondence Type** from the drop-down menu
6. Enter **Case ID**
7. Select the appropriate **Program** from the drop-down menu
8. Select appropriate **Form Name** from the drop-down menu
9. Click on **Batch Print** or **Online Print**
  - a. **Batch:** This will create a new Print (or Reprint) to view request in the Print Queue that is scheduled to be mailed in the next batch run
  - b. **Online:** The form is moved from the print queue to history – the user will have to manually print and send to household

**Note:** Users may need to allow pop-ups to view correspondence

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## ACCESSIBILITY

*This document is designed to comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard. If you experience any difficulty accessing the content or have questions regarding the process, please contact [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us) for assistance.*