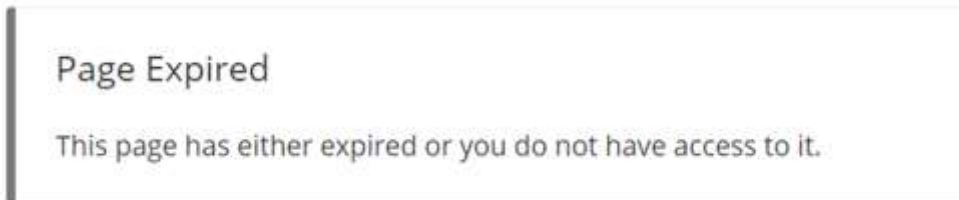


Bookmark the Dynamic Forms link

Issues discovered:

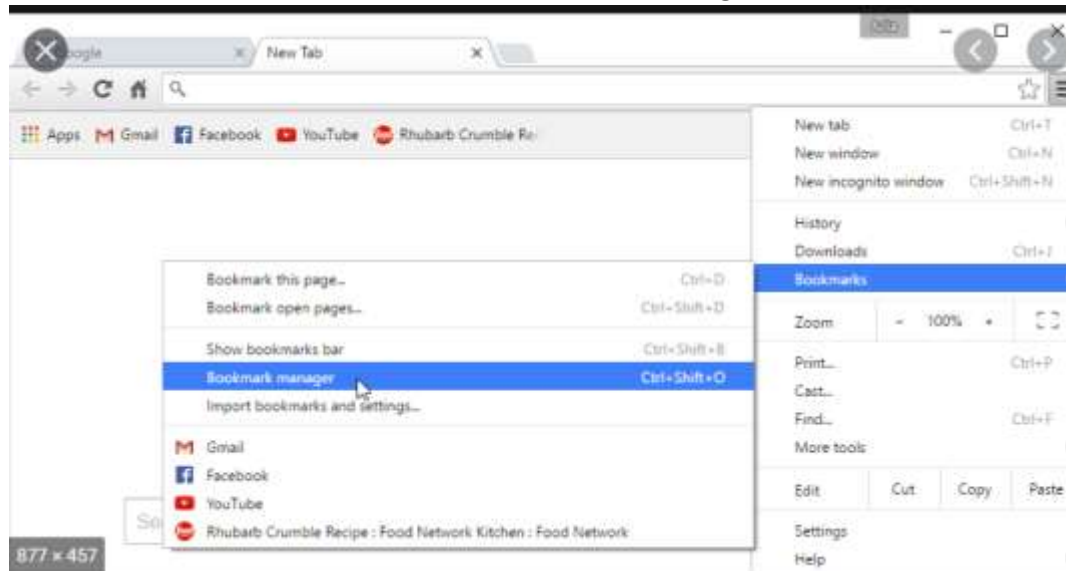
Please DO NOT save the DF link to your favorite bar because it will not work. It will give you below error message when you try accessing it. This is due to the link you saved has the CAS token.



Users will need to create a bookmark using the specific form URL that DOES NOT INCLUDE THE CAS TOKEN IN THE URL if they want to access the form multiple times.

Here are the steps to **BOOKMARK** the link to your chrome browser.

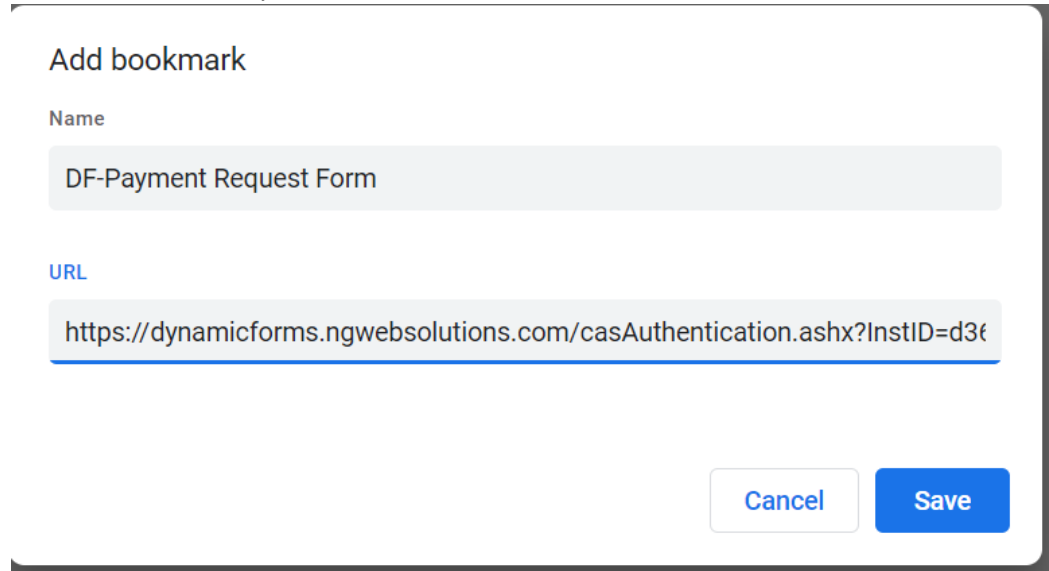
1. Open Google Chrome on your Mac or PC and click the three dots on the right edge of the address bar. Then choose **Bookmarks = > Bookmarks Manager**



2. It opens a page below and click three dots and choose "Add New Bookmark".



3. A pop-up box will appear where you can customize the bookmark. Name can be anything making sense to you, and then copy the URL that was provided to you for Payment request form. Click Save and you should have this link bookmarked.



Add bookmark

Name

DF-Payment Request Form

URL

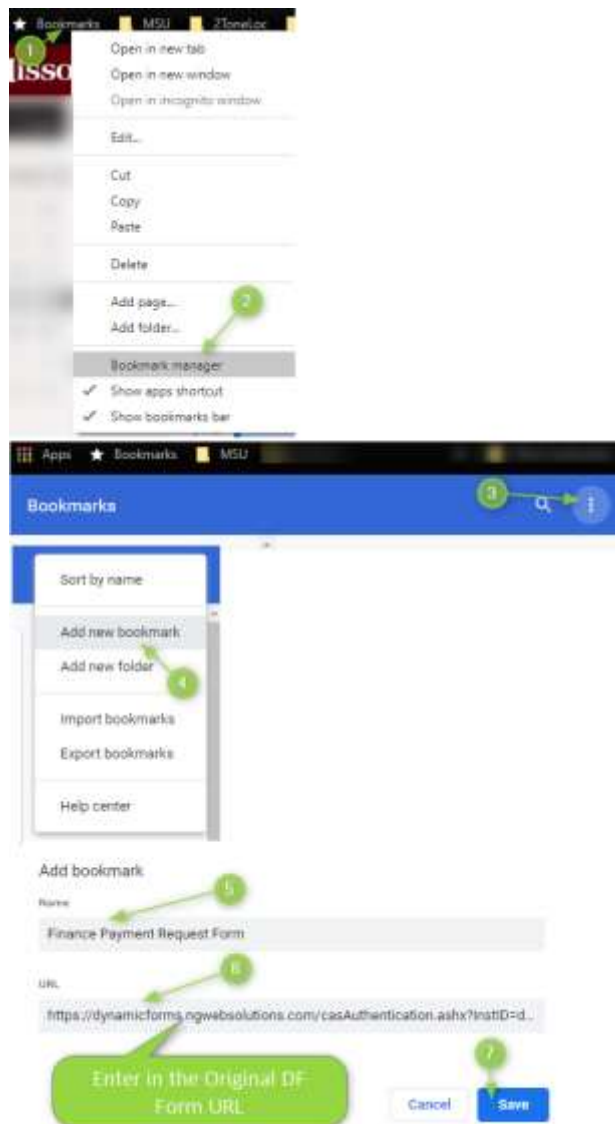
<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=d36cd053-4b68-4de5-983e-13080da05558&targetURL=https%3A%2F%2Fdynamicforms.ngwebsolutions.com/Submit/Form/Start/e71a1527-b76f-40d7-9c5d-b695a076261a>

Cancel Save

Here is the link for Payment Request:

<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=d36cd053-4b68-4de5-983e-13080da05558&targetURL=https%3A%2F%2Fdynamicforms.ngwebsolutions.com/Submit/Form/Start/e71a1527-b76f-40d7-9c5d-b695a076261a>

The URL you have booked does not have the CAS (bearpass log in) token, so it will always work if you need to submit many payment requests forms a day.



4.

We noticed users having issues when using the payment request link that they saved on their favorite bar. This issue happens If you need to use a form (payment request) often, then you would want to bookmark it so that you don't have to go back to your email to find the link.