

Client Training HQ

Accessing Foreign National Questionnaires

After a questionnaire has been completed by a Foreign National (FN) via the portal, you can view the FN's responses in Immigration Case Management (ICM).

To access an FN's completed questionnaire:

1. Navigate to the desired **FN/Individual profile**.
2. Hover over the **Processes Forms** tab.
3. Select **Questionnaire** from the drop-down menu. A new tab will open displaying the questionnaire with a similar user interface and functions to match the Foreign National portal view. (The questionnaire will display all values input by the FN. Required fields are highlighted. Some fields, such as the First and Family Names, cannot be edited.)

To view FN questionnaire responses:

1. Click the tabs to navigate through the questionnaire pages. **Do not** click any fields.

To edit FN questionnaire responses (if you need to make a correction):

1. Click and edit any open fields. Editing will trigger the questionnaire's required fields protocol (if any required fields are not filled, further navigation is not allowed).
2. Click **Save** or **Save & Next** in the upper right to save any edits.

To return to the Firm questionnaire view:

1. Click **Questionnaire Home**.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.