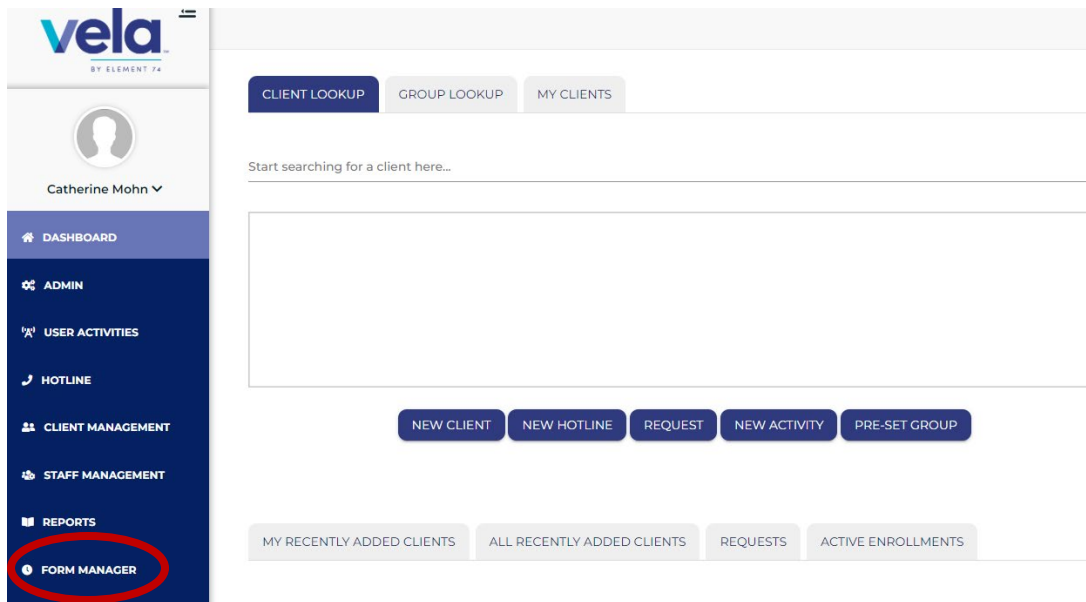# Submitting a Form Report on Vela – General Instructions

Step 1: Click on *Form Manager*.

Step 2: Under Form Categories find Sub Grantee Reporting and click on *View Forms*.

Step 3: Located the form you need to fill out and click on *Submit Response*.