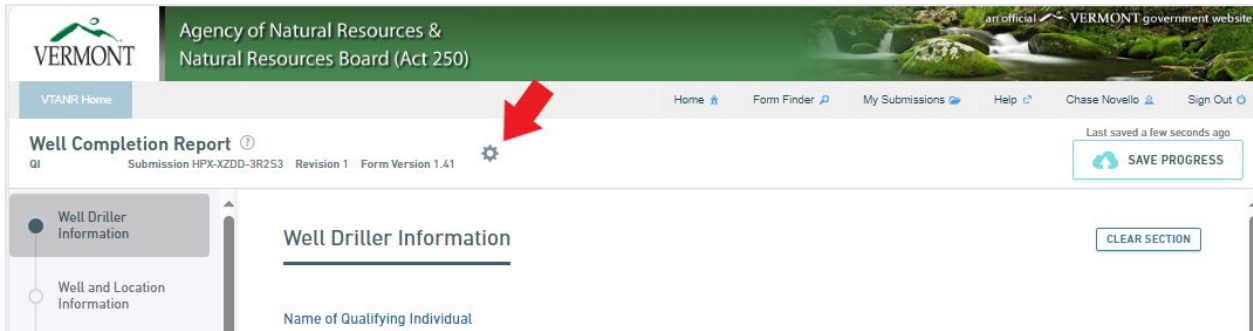
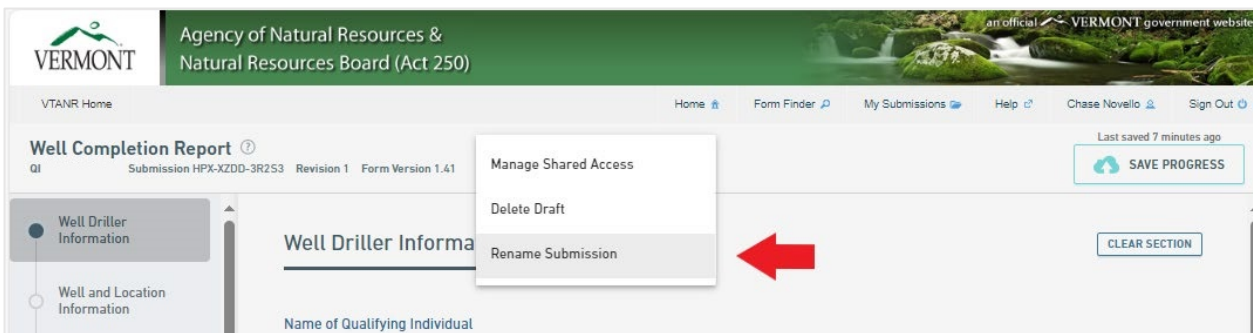


Renaming Well Reports

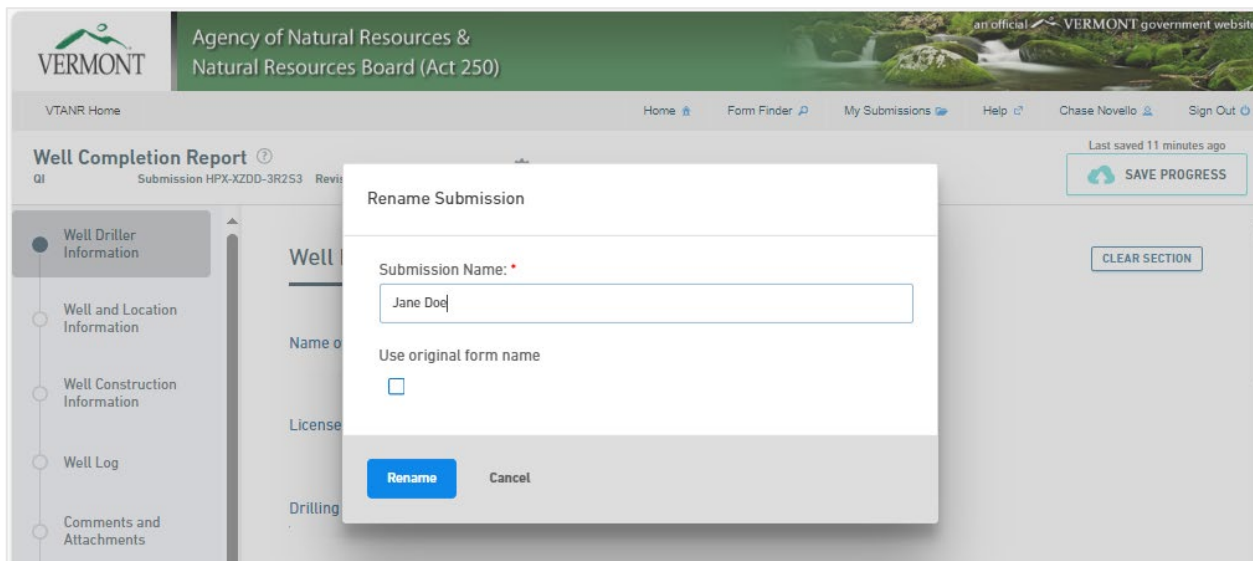
1. From within the form, click on the **Settings** icon (⚙️) in the form information banner.



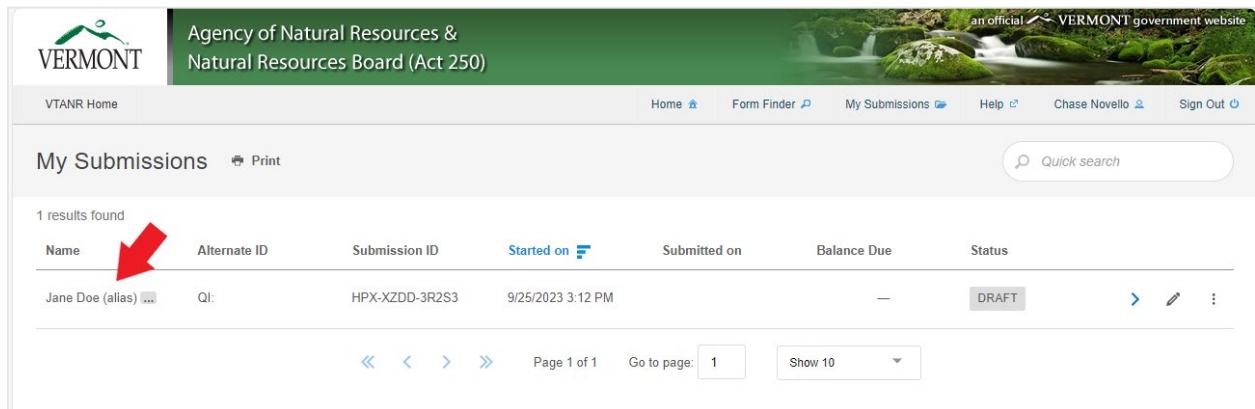
2. Select **"Rename Submission"** in the dropdown menu that appears.



3. Enter the desired alias under **"Submission Name"**.



4. When you return to your dashboard, this alias will appear under “Name” for the submission draft.



The screenshot shows the VTANR My Submissions dashboard. At the top, there is a header for the Agency of Natural Resources & Natural Resources Board (Act 250) with the Vermont logo. Below the header, there is a navigation bar with links for Home, Form Finder, My Submissions, Help, Chase Novello, and Sign Out. The main content area is titled "My Submissions" and includes a "Print" button and a "Quick search" input field. A table displays one result found, with columns for Name, Alternate ID, Submission ID, Started on, Submitted on, Balance Due, and Status. The row shows "Jane Doe (alias)" in the Name column, which is highlighted with a red arrow. The Status column shows "DRAFT". At the bottom, there are pagination controls including "Page 1 of 1", "Go to page: 1", and "Show 10".

Name	Alternate ID	Submission ID	Started on	Submitted on	Balance Due	Status
Jane Doe (alias)	QI:	HPX-XZDD-3R2S3	9/25/2023 3:12 PM		—	DRAFT