

Sprintforms Client Guide

This is an instruction manual for clients of Sprintforms

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Sprintforms Introduction

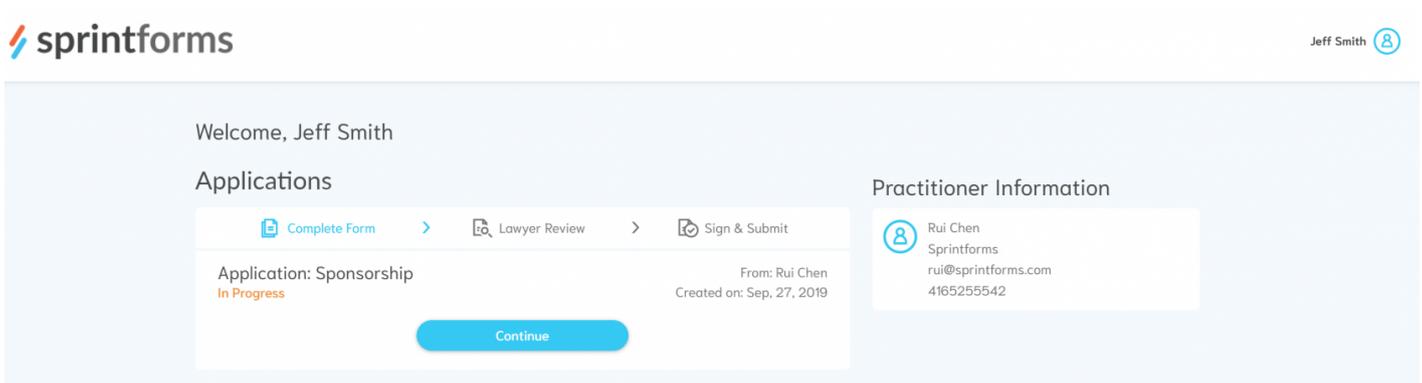
Hello there!

Most likely you're seeing this page because your immigration professional has invited you to complete an application using Sprintforms, and you clicked on our logo to find out a bit more about Sprintforms.

Simply put, Sprintforms is a collaboration tool that lets you and your immigration professional fill in digital immigration forms easily. Any changes you or your professional makes to your immigration forms will appear instantly on the other person's account, and there's no need to worry about losing your progress as your changes are saved automatically!

To get started, sign up using the link provided to you by email, and log in to your dashboard.

Once you log in, you will see a dashboard with the application assigned to you by your professional. You will be



Hit "Start Application" or "Continue" to begin your immigration form filling!

“ **Tip:** You can exit and come back to your application at any time! You don't have to worry about saving, as all data is automatically saved and stored within our secure servers.

Once you've reached the end of your immigration application, you will be given an option to "Send

for Review". Clicking this button will instantly inform your professional that you've finished your application, and it is now ready for their review! They will be in touch if they need further information from you.



← Back Jeff Smith's Application: Sponsorship (Spouse) Send for Review

Form: Use of a Representative [IMM 5476] - Applicant

IMM5533

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

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USE OF A REPRESENTATIVE

You do not need to hire a representative. It is your choice. No one can guarantee the approval of your application. All the forms and information that you need to apply are available for free at www.cic.gc.ca.

A representative is someone who has provided advice or guidance to you at any stage of the application process, whether that person received consideration (i.e. compensation) or not. Following the submission of your application, that person may conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA) if you appoint them as your representative by filling out this form. The preceding includes Express Entry submissions. You may have one representative only per application. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your case file.

Note: You must use this form to appoint a paid or unpaid representative to conduct business with CIC or the CBSA on your behalf. You must also use this form to: 1. notify CIC if your representative's contact information changes; 2. if you wish to cancel the appointment of your current representative and represent yourself; or, 3. if you wish to cancel the appointment of your current representative and appoint a new representative.

“ **Tip:** If you have any questions during filling in your application, please call your professional so they can give you the best advice possible for your case! Their information is usually available on your client dashboard, or on the right hand side of some applications.

We hope that answers some of your basic questions about Sprintforms! Best of luck on your immigration journey!