

# Share Forms and Data

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## Requirements

- You must be on the [Professional or Premier Plan](#) to share your own forms and data.
  - Users you share your form with must have their own FormAssembly account, on the [Professional or Premier Plan](#).
  - The Enterprise Plan is a multi-user platform where forms may be shared between its users.
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## Allow Another User to Edit Your Form

By default, **only you** can access your forms and data. Nothing is shared.

To allow another FormAssembly user to edit your forms, modify the processing options, and/or access the submitted responses:

- Go to the **Forms List**, hover **Configure** for the form you'd like to share and click **Collaboration**.
  - In the **Username(s)** field, enter the username of the user you want to share the form with. You may enter more than one name by separating them with a comma.
  - Specify whether the person will be allowed to view submitted responses and/or modify the form by checking the appropriate box. By default, the two boxes are checked, meaning that you will allow the person to do both.
  - **You must select at least one of the permission boxes in order to share the form.**
  - If the user you are sharing forms with is already logged in, they will need to log out and log back in in order to see the newly shared form.
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**Access permissions must be configured on a form-by-form basis.** To quickly share several forms, you may copy the permissions from an already configured form. Click the link **Copy permissions from an existing form** and select the form in the drop-down menu.

You'll be able to view the username of the people you have shared your form with and have the ability to revoke at any time.

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## Add Another User to Your Account

You may sign up directly for a new account on [formassembly.com](https://formassembly.com). Click **Sign Up** and follow the instructions. Select either the **Professional, or Premier** Plan, depending on what features the new user will need.

Enterprise Users, please [see here](#).

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## Sharing Limitations

Professional and Premier plan customers can share forms between plans but not with an Enterprise plan. However, you can transfer forms from a Professional or Premier plan to an Enterprise plan by using the [Form Transfer Tool](#).

Enterprise plan customers can share forms between their users.

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