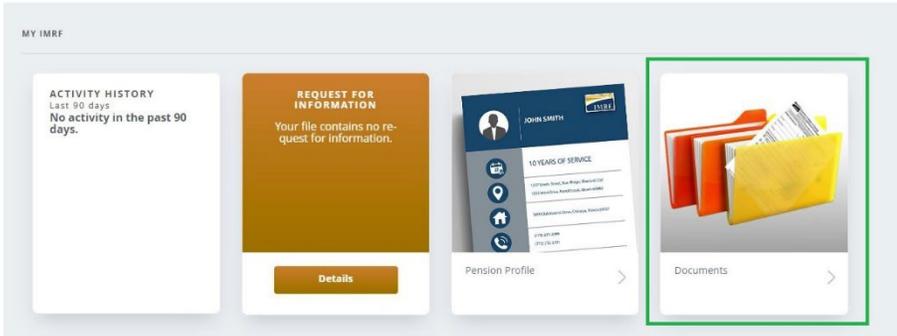# Member Access – How to Produce a Pre-populated Form
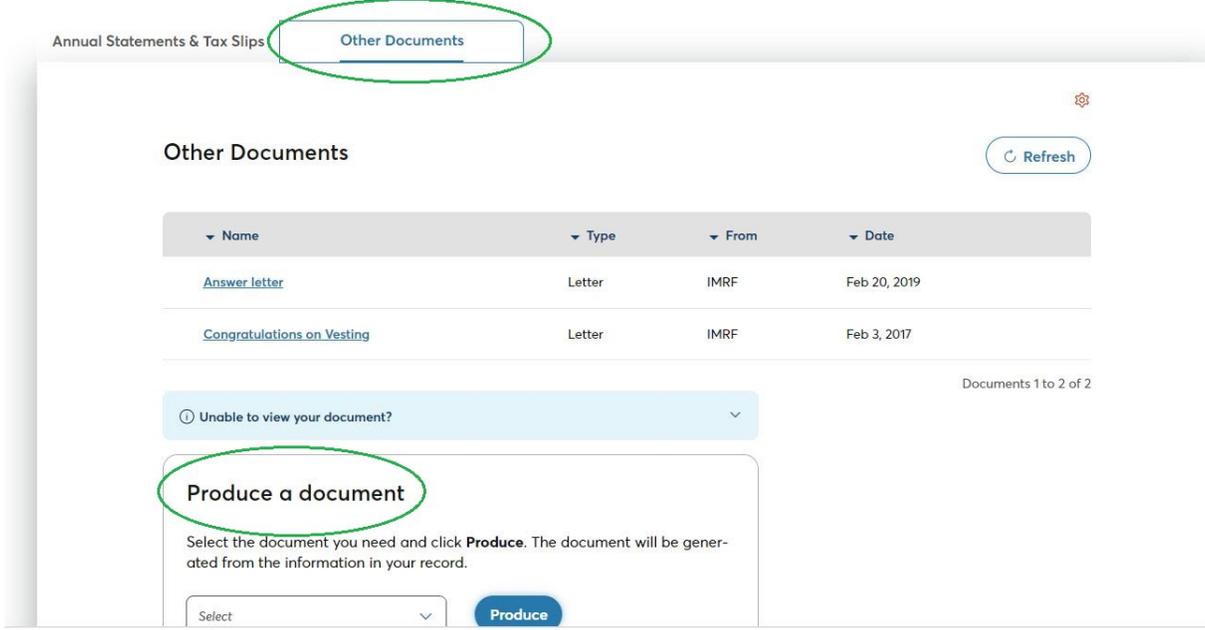
**Locally funded, financially sound.**

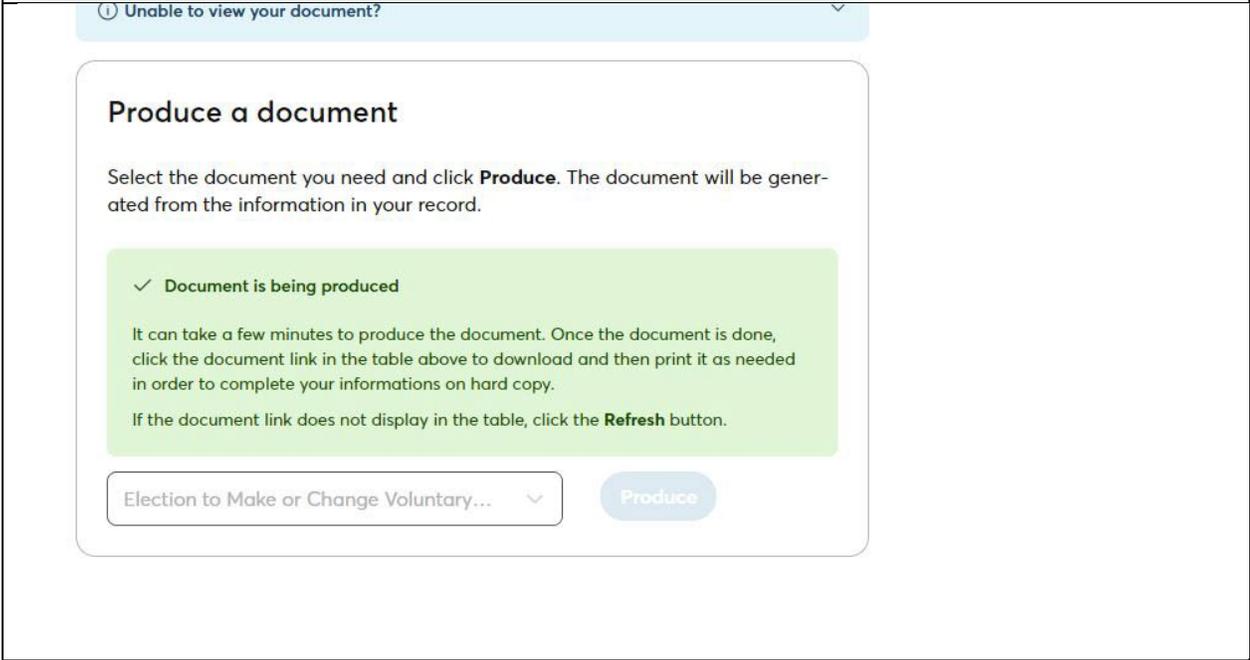| Image | Description |
|---|---|
|  | After logging into Member Access, click the "Documents" widget. |
|  | Under the "Other Documents" tab you will see the "Produce a document" section at the bottom of the screen. |

| | |
|---|---|
|  | Select the name of the form you want from the dropdown. |
|  | Once you've selected your form, click the "Produce" button. |
|  | You will see a message that your pre-populated form is being produced. |
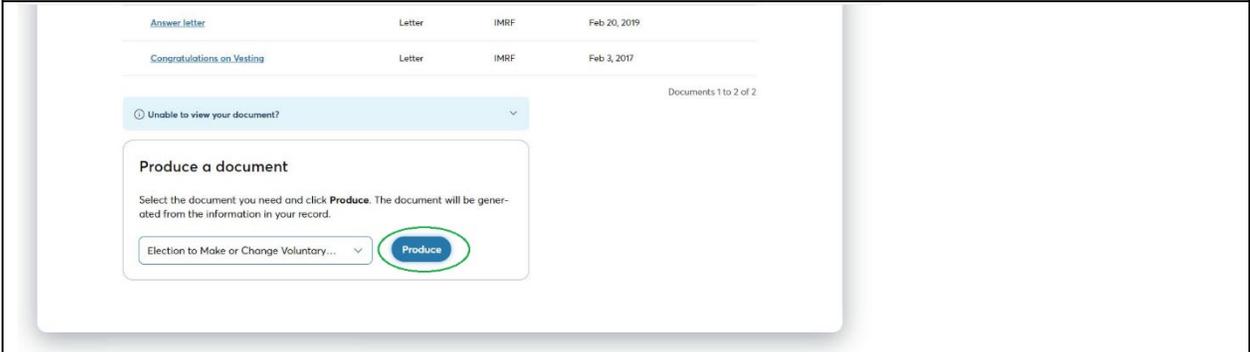
Once it is produced, your pre-populated form will appear in the document list at the top of your screen. Click on the form name to open the PDF of your form.

If you do not see the name of the form you are looking for in the dropdown list, please request the form from IMRF by sending us a secure message through Member Access, or by calling us at 1-800-275-4673.