How to close an application from responses in Cognito Forms

Things to know in advance of instructions:

- The Cognito Form from your RAA application should be closed on the **same date** that the **Central App Link goes live** on your respective web site.

- The following steps will need to be performed for all Cognito forms that your respective RAA owns prior to Central App. (i.e. Spanish, Landlord, etc.) Examples of the various forms are posted below.

Start with opening the **form builder** within Cognito

Switch the Limit Form Availability to **On** and input an availability **end** date below

Next, click on the **Submission Settings** button on the bottom ribbon

Click here

Scroll down and ensure that the 'Save & Resume' feature is turned to off

Be sure to **save** the changes

Click here