

Quick Reference Guide: General Application

Steps:

1



Once an application is started, all the pages that need to be completed will appear in a banner across the top of the screen.

Note: A page with a red asterisk indicates that page is required

2



Navigational tools will appear on the top right and bottom right of each page.

'Save' will save the current page.

'Next' will save the current page and move to the next page.

'Cancel' will cancel the information entered on the page.

'Previous' will move you to the previous page on the application.

3



After information has been successfully entered on a page and saved, a green checkmark will display in the banner across the top next to that page.

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On any page where an address needs to be entered, once 'Save' or 'Next' are selected, a USPS validation of the address will appear. Click **'Accept'** and then **'Next'** to move on to the next page.



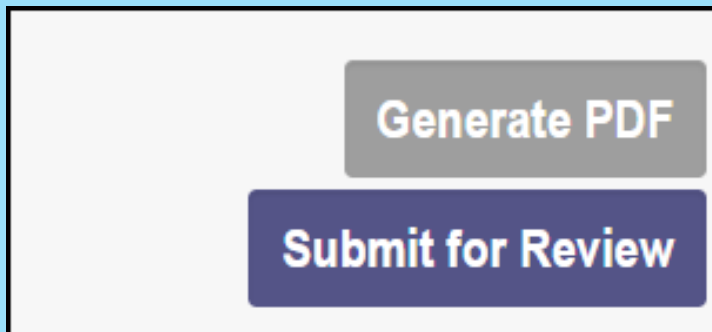
5

Primary Contact Information

This is a required section.

Once on a page, red text will indicate whether that page is required to complete.

6



After information is finished being entered for all required pages, select **'Submit for Review'** located on the top right, to begin the processing of the application.