

USDA DFAP Online Application User Guide

This document is intended to guide you through the process of using the DFAP Online Application system.

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1: Logging into Your Account

If you do not have an account, learn how to Create a DFAP Online Account.

If you already created your account, go to the DFAP Online Application <u>Sign In</u> page to login to your account. Please see <u>Logging into your DFAP Online Account</u> for detailed instructions.

2: Application Dashboard

After you login to your account, the Application Dashboard opens.

USDA Discrimination Financial Assistance Program (DFAP) -	- Helpline: 1-800-721-0970		English + 🔳
Welcome to the DFAP Application DFAP.	Dashboard. Bienvenido	al Panel de Control de	a la Solicitud para el
Here, you can view and manage both your submitted and in progress Applications. The b todas las Solicitudes presentadas e indica su estado actual.	below chart lists all of your Applications along with their current stat	us. Aquí, usted podrá ver y gestionar la Solicitudes pre	sentadas y en proceso. El siguiente gráfico enumera
			H < 1 to 1 of 1 > H
Modified (PDT) Submission Date (PDT) Application Status Application Confirmation ID 6.21 am	Applicant First Name Applicant Last Name Mailing Address City S		mail Address Last 4 SSN Last 4 ITIN Date of Birth
	New Application Review Application Down	load Application	
New Application:	Solicitud nueva:		
To start a new Application, select "New Application " Once an Application is started, i deleted. All Applications (whether they are in progress or submitted) will be listed in t Dashboard.		olicitud, seleccione "Nueva Solicitud." Tan pronto se inic las Solicitudes (estén estas en proceso o presentadas) des.	

The Application Dashboard provides the ability to start a New Application, as well as an overview of any Applications that are in progress or submitted.

- In progress Applications will not have a Submission Date, Application Status or Application Confirmation ID.
- **Submitted Applications** will have a Submission Date, Application Status and Application Confirmation ID.

There are **Action Buttons** contained in the Application Dashboard, their functionality is as follows:

- **New Application:** select to start a new Application. Once an Application is started, it cannot be deleted. All Applications (whether they are in progress or submitted) are listed in the Applications Dashboard. If you wish to start a new Application, you must click New Application.
- **Review Application:** allows you to view an in progress or submitted Application. Select the checkbox of the desired Application, then select Review Application to access a read-only version of the Application and review the content. You will be unable to edit or modify the content in the Review Application mode.
- **Download Application:** allows you to download a copy of your Application. Select the checkbox of the desired Application, then select Download Application to initiate the download. Once downloaded, you can save the file to a desired location on your device.

To **edit** an Application that is currently in progress, you may proceed in one of two ways:

- Select the Modified date or time for any row <u>without</u> an Application Confirmation ID or a Submission Date to continue an in progress Application where you left off. You can make any necessary edits or additions prior to submission.
 - You **cannot** edit or modify an Application once it has been submitted.

• Alternatively, you can select the checkbox of the desired in progress Application, then Review Application. You can now review your previously input information. To edit, select the Edit button within the Review Application screen.

USDA Discrimination Financial Assistance Program (DFAP) - Helpline: 1-800-721-0970 🗸 4
~ Introduction
This is your submission for financial assistance from the Inflation Reduction Act's (IRA) Section 22007 USDA Discrimination Financial Assistance Program (DFAP).
Applications filed through this online form must be submitted by October 31, 2023, at 11:59 pm PDT.
Before you begin, please review the Acceleration Instructions and FAOs for important information and requirements for completing this Application. You may also find reviewing the PDF version of the paper-copy Acceleration helpful before completing the online form.
I have reviewed the Application Instructions and FAQs.
The <u>Online Accilication User Guide</u> includes helpful information about using this online form to file your Application. If you need additional help with your Application, please contact the <u>National Call Center</u> , or you can get in-person assistance by visiting a regional DFAP office.
- Program Eligibility Requirements
This Application is for individuals who:
(1) Experienced discrimination, prior to January 1, 2021, by the Department of Agriculture (USDA) in USDA farm loan programs, which are currently administered by the Farm Service Agency (FSA);
AND/OR
(2) Are currently debtors with assigned or assumed USDA farm loan debt that was the subject of USDA discrimination that occurred prior to January 1, 2021. (This applies, for example, if you inherited the debt that was the subject of USDA farm loan program discrimination.)
IF YOU DO NOT MEET AT LEAST ONE OF THESE REQUIREMENTS, YOU ARE NOT ELIGIBLE TO APPLY FOR THIS FINANCIAL ASSISTANCE.
□ I have reviewed the Program Eligibility Requirements.
- Submission Information
IMPORTANT SUBMISSION INFORMATION: Once you provide responses to the below, but before you submit your online Application, you may select the "Review Application" button at the bottom of this page to view a read-only version of your online Application responses. If you opt to review your Application, please select: Eact to return to the online Application. You will be directed to the introduction section. You may newgate to any section of the online Application to adjust any of you answers, or, if you do not need to make any adjustments; return to the Submission Information eaction to complete your submission.
Application Dashboard C Edit

Logging Out

The person **icon** in the right corner of the screen allows you to Log Out of the DFAP Online Application.

USDA Discrimination Financial Assistance Program (DFAP) - Helpline: 1-800-721-0970		English 👻 🔽 🗖	
Program Eligibility Requirements	plete	You are not required to respond to the collection of information unless it displays a valid (Logged in as mustafa.shaikh@kroll.com
Important			Logout
Information			

3. Application Introduction

Once you have selected **New Application** from the Application Dashboard, you are directed to the Introduction section of the online Application form.

This section of the Application provides important information regarding the Application and provides links to, amongst other things, the Application Instructions and FAQs. The document containing this important information must be reviewed to continue with the online Application filing process. Once reviewed check the confirmation statement.

USDA Discrimination Financia	Assistance F	Program (DFAP) - Helpline: 1-800-721-0970 English - 🗸 a 🔺		
Introduction	Complete	Introduction		
Program Eligibility Requirements	Not Started	iis is your submission for financial assistance from the Inflation Reduction Act's (IRA) Section 22007 USDA Discrimination Financial Assistance Program (DFAP).		
Submission Information	Not Started	pplications filed through this online form must be submitted by October 31, 2023, at 11:59 pm PDT.		
< 1 of 3 >		Before you begin, please review the <u>Application Instructions and FAQs</u> for important information and requirements for completing this Application. You may also find reviewing the PDF version of the <u>paper copy Application</u> helpful before completing the online form.		
		I have reviewed the Application Instructions and FAQs.		
		The Online Application User Guide Includes helpful information about using this online form to file your Application. If you need additional help with your Application, please contact the National Call Center, or you can get in-person assistance by visiting a regional DFAP office.		
		Application Dashboard 🛛 😂 Save 🔇 Prev 🗲 Next		

4. Program Eligibility Requirements

This section of the online Application is designed to help you determine if you are eligible to submit an Application. Review the eligibility statements, then check the box to confirm you have reviewed the Program Eligibility Requirements to continue. You can see the detailed eligibility requirements on the 'Am I Eligible?' page of the program website.

USDA Discrimination Financial Assistance Pro	ogram (DFAF	2) - Halpline: 1-800-721-0970 Down - 🗸 🗛 🛦
Introduction Program Eligibility Requirements	Complete Complete	Program Eligibility Requirements This Application is for individuals who:
Importent Information Regulary Documentation Regularity STEP 1: Aloxa You STEP 2: Type of Applicant STEP 3: Eligibility for this Program as a Farmer or Rancher STEP 4: Eligibility for this Program as a Sorower of Admended Entomien in a USDA Farm Loan Program STEP 5: Eliscitational in USDA Farm Loan Program STEP 5: Discitational in Normal a Farm Stanch STEP 7: Disc Calima, Compating Arm Stanch STEP 8: Additional Information STEP 8: Additional Information	Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started	This Application is for individuals who: (1) Experienced discrimination, prior to January 1, 2021, by the Department of Agriculture (USDA) in USDA faum loan program, which are currently administered by the Farm Service Agency (FSA); ANDOR (2) Are currently administered with assigned or assumed USDA faum loan debt that was the subject of USDA faum loan program discrimination) IF YOU DO NOT MEET AT LEAST ONE OF THESE REQUIREMENTS, YOU ARE NOT ELIGIBLE TO APPLY FOR THES FINANCIAL ASSISTANCE. (C) I have reviewed the Program Eligibility Requirements.
STEP 10: Signatures and Certifications Documentation Summary Submission Information	Not Started Not Started Not Started	
		Application Dashboard 🖨 Save < Prev 🗲 Next

5. Important Information Regarding Documentation Requirements

This section of the Application provides information on Documentation Requirements, How to Provide Documentation, and Documentation Templates.

- **Documentation Requirements:** outlines the difference between documentation which <u>must</u> be provided and documentation which <u>may</u> be provided. It also provides links to the Documentation Checklist and Documentation Templates.
- How to Provide Documentation: provides information on how supporting documentation can be submitted, either uploaded to the online Application in PDF format or delivered to a DFAP Regional Office. Links for help with converting files to PDF and to the Documentation Cover Letter can be found here.
- **Documentation Templates:** provides a link to Documentation Templates and information on the Application steps where they are needed.

Once all of the Important Information Regarding Documentation Requirements has been reviewed, check the confirmation box to continue.

USDA Discrimination Financia	Assistance	Program (DFAP) - Helpline: 1-800-721-0970 topolo 🗸 🗸 a 🔺		
Introduction	Complete	mportant Information Regarding Documentation Requirements		
Program Eligibility Requirements	Complete	- Documentation Requirements		
Important Information Regarding Documentation Requirements		Documentation Requirements		
STEP 1: About You	Not Started	Throughout this Application, you will be asked to include documentation to support your Application.		
STEP 2: Type of Applicant	Not Started	 The instructions use the word must where documentation is strictly required; this means you must supply the requested supporting documents. 		
STEP 3: Eligibility for this Program as a Farmer or Rancher	Not Started	 The instructions use the word may where documentation would be helpful to assessing your Application. This means that your Application would be stronger if you provide documentation. 		
STEP 4. Eligibility for this Program as a Borrower or Attempted Borrower	Not Started	 If you submit a statement by another person, in support of your Application, that statement must be under penalty of perjury, you should use the form available at 2000/accele.gov or a document substantially like it. 		
in a USDA Farm Loan Program		Reviewing the documentation checklist, before you begin your submission, may assist you in gathering and submitting documents helpful to process your Application.		
STEP 5: Discrimination in USDA Farm Loan Programs	Not Started	Documentation templates are posted to the Program website. Use these templates, or forms substantially similar, when providing this information.		
STEP 6: Losses from Discrimination for Applicants Who Have Operated a Farm or Ranch	Not Started	It is critical that you provide the list of required documents for your Application to be considered, certain documents, if not provided, may disqualify you from participating in this program.		
STEP 7: Prior Claims, Complaints, and Appeals	Not Started	How to Provide Documentation		
STEP 8: Additional Information	Not Started	Documentation Templates		
STEP 9: Texpayer Information Request	Not Started	, pocumentation remptates		
STEP 10: Signatures and Certifications	Not Started	I have reviewed the Important Information Regarding Documentation Requirements.		
Documentation Summary	Not Started			
Submission Information	Not Started			
< 3 of 15 >				
		Application Dashboard 📾 Save < Prev > Next		

6. Application Menus and Navigation

Before you begin, review the screen and familiarize yourself with the Application menus and navigational tools.

Contents List

Once you confirm your eligibility to apply, the full contents of the Application are visible in the left navigation bar. Titles are highlighted in blue text and can be used for navigation. Alternatively, you can use the pagination arrows to toggle through each section of the Application. Only when the current section is marked 'Complete', can you move to the next section. You can return to a previously completed section at any time.

USDA Discrimination Financial Assistance Pro	ISDA Discrimination Financial Assistance Program (DFAP) - Helpline: 1-800-721 0070 0000 0000 0000 0000 0000 0000 0			
Introduction	Complete	Program Eligibility Requirements		
Program Eligibility Requirements	Complete	This Application is for individuals who:		
Important Information Regarding Documentation Requirements	Not Started	(1) Experienced discrimination, prior to January 1, 2021, by the Department of Agriculture (USDA) in USDA farm Ioan programs, which are currently administered by the Farm Service Agency (FSA).		
STEP 1: About You	Not Started	ANDIOR		
STEP 2: Type of Applicant	Not Started	(2) Are currently debros with assigned or assumed USDA fam loan debt that was the subject of USDA discrimination that occurred prior to January 1, 2021. (This applies, for example, if you inherited the debt that was the subject of USDA fam loan program discrimination.)		
STEP 3: Eligibility for this Program as a Farmer or Rancher	Not Started			
STEP 4: Eligibility for this Program as a Borrower or Attempted Borrower in a USDA Farm Loan Program	Not Started	IF YOU DO NOT MEET AT LEAST ONE OF THESE REGUIREMENTS, YOU ARE NOT ELIGIBLE TO APPLY FOR THIS FINANCIAL ASSISTANCE.		
STEP 5: Discrimination in USDA Farm Loan Programs	Not Started	There exists and the grant angle on the second s		
STEP 6: Losses from Discrimination for Applicants Who Have Operated a Farm or Ranch	Not Started			
STEP 7: Prior Claims, Complaints, and Appeals	Not Started			
STEP 8: Additional Information	Not Started			
STEP 9: Taxpayer Information Request	Not Started			
STEP 10: Signatures and Certifications	Not Started			
Documentation Summary	Not Started			
Submission Information	Not Started			
< 2 of 15 >				
		Application Dashboard Gi Save C Prev Theat		

Form Action Buttons

The online Application has a set of action buttons on the bottom of each page of the online Application.

- **Application Dashboard**: returns you to the Application Dashboard. Any unsaved work on the current screen will be saved when proceeding to the Application Dashboard.
- **Save**: allows you to save your Application at its current progress. When pressing Save, a spinning wheel will appear, when it stops spinning the save process is complete.
- **Previous**: moves to the previous screen in the Application and saves any unsaved work on the current screen.
- **Next**: moves to the next screen in the Application only if the current page is marked complete. Any unsaved work on the current screen will be saved when proceeding to the next page.

Application Dashboard	🔒 Save	Prev	> Next	
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Top Level Menu

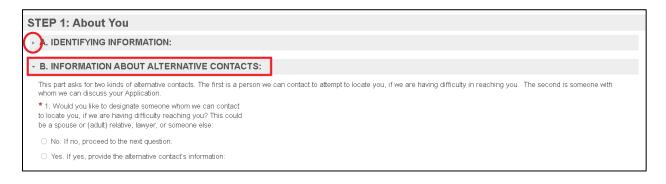
The menu bar at the top right corner of the page allows you to quickly view your error count, log out of your Application, or toggle between English and Spanish text.

USDA Discrimination Financia	USDA Discrimination Financial Assistance Program (DFAP) - Helpline: 1-800-721-0970		English 🔹 🖉 🕰 🔺
Introduction	Complete	STEP 1: About You	†
Program Eligibility Requirements	Complete	A. IDENTIFYING INFORMATION:	
Important Information Regarding Documentation Requirements	Complete	B. INFORMATION ABOUT ALTERNATIVE CONTACTS:	
STEP 1: About You	Incomplete	C. INFORMATION ABOUT ANYONE HELPING YOU IN PREPARING THIS FORM:	
STEP 2: Type of Applicant	Not Started		
STEP 3: Eligibility for this Program as a Farmer or Rancher	Not Started	* Has someone helped you fill out this Application? (Note: you do not need to provide information about help you received from this program's 1-800 number.)	
STEP 4: Eligibility for this Program		O No. If no, skip to STEP 2.	
as a Borrower or Attempted Borrower in a USDA Farm Loan Program	Not Started	 Yes. If yes, provide their information: NOTE: PREPARERS, INCLUDING GUARDIANS, MUST SIGN THE APPLICABLE CERTIFICATIONS IN STEP 10. 	

- **Total errors:** if your Application has errors, the error count will appear in an oval. If there are no errors, you will see a white checkmark instead.
- Profile icon: select to log out of your DFAP Online Application account.
- **Drive icon**: present if your Application has unsaved changes. This will disappear when you press <Prev, Next>, Save or Application Dashboard.

Expanding and Minimizing Sections

Some sections within the Application have additional fields or information, which may be hidden. You can minimize or expand sections in gray by selecting the triangle icon. If you are required to provide a response in a minimized section based on a previous response, the minimized section will automatically expand so you can see the contents.



Additional Resources or Information

Additional information and useful resources can be found by following links within the form. Links will open in a new browser window and won't impact unsaved information in the form.

STEP 9: Taxpayer Information Request
Taxpayer Information
Provide the W-9 (or W-8) form for the individual applicant identified in STEP 1 of this form. Please do not provide the tax form for any other people or entities involved in ownership of the property or in the loan.
* 1. U.S. Citizens, U.S. Resident Aliens and U.S. Entities must submit a completed IRS Form W-9.
□ I am providing a completed IRS Form W-9.
* 2. Non-U.S. Citizens, Non-U.S. Resident Aliens must_submit the appropriate completed IRS Form W-8BEN, W-8ECI, or Other W-8, as applicable. Please visi <u>its.gov</u> or information about and obtain a copy of each Form W-8 if you are unsure of which form to complete and submit.
□ I am providing a completed IRS Form W-8BEN.
□ I am providing a completed IRS Form W-8ECI.
□ I am providing a different completed IRS Form W-8.
Payment Information
If your Application is approved, and you qualify for financial assistance, your financial assistance payment will be issued via check, and your check will be mailed to the address listed in STEP 1 of this Application.

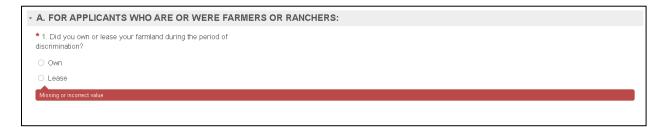
7. Required Information, Formats and Character Limits

One of the benefits of filing your Application online is that the online Application will help you identify the questions you are required to answer. The DFAP Online Application will not allow you to skip over information you are required to provide.

Mandatory Fields

Fields marked with a red asterisk are mandatory and require a response.

If you navigate away from a required field without providing a response, an error message will appear, and the field is highlighted in red.



Some questions or parts may only be mandatory or applicable based on your answer to another question (the "Top-Level Question); when questions or parts do not apply to you based on a prior answer, they will appear in gray on the online Application. You will not be able to provide an answer when they are in the read-only state, unless you adjust a corresponding prior answer.

Please note, if you change your response in the Top-Level Question, and your response to the subsequent question is no longer relevant or required, the form will permanently delete any information you may have input in the now non-relevant question

USDA Discrimination Financial A	Assistance P	rogram (DFAP) - Helpline: 1-800-721-0970		~ =	4
Introduction	Complete	STEP 3: Eligibility for this Program as a Farmer or Rancher			
Program Eligibility Requirements	Complete	* Have you ever been a farmer or rancher?			
Important Information Regarding Documentation Requirements	Complete	 Yes, Fill out Part A, below, if you have ever been a farmer or rancher. No, Fill out Part B, below, if you intended to become a farmer or rancher, but were unable to do so because you were discriminatorily denied access to a USDA) farm loan program		
STEP 1: About You	Complete	A. FOR APPLICANTS WHO ARE OR WERE FARMERS OR RANCHERS:			
STEP 2: Type of Applicant	Complete				4
STEP 3: Eligibility for this Program as a Farmer or Rancher	Incomplete	1. Did you own or lease your farmland during the period of discrimination?			I
STEP 4: Eligibility for this Program as a Borrower or Attempted Borrower in a USDA Farm Loan Program	Not Started	O Com O Lesse			l
STEP 5: Discrimination in USDA Farm Loan Programs	Not Started	Supporting Documentation Requests Please indicate which of the below documents you will provide with your Application. Select all that apply.			I
STEP 6: Losses from		To document that you owned your farm or ranch, you must submit at least one of the following:			L
Discrimination for Applicants Who Have Operated a Farm or Ranch	Not Started	Deed Property tax records			I
STEP 7: Prior Claims, Complaints, and Appeals	Not Started	Producer farm report indicating OWNER Other			I
STEP 8: Additional Information	Not Started				L
STEP 9: Taxpayer Information Request	Not Started	 Where is the farmland that you owned or leased during the period of discrimination located? Street address (or crossroads or other verifiable description, if 			L
STEP 10: Signatures and Certifications	Not Started	there is no street address):			L
Documentation Summary	Not Started			500	L
Submission Information	Not Started			10	L
					1

Required Format

Certain fields require information to be entered in a certain format. The required format is provided in the text below the field. If you input the information in a format that does not meet the required criteria, an error message will appear with the required format and the field is highlighted in red.

 US/Canadian 	
O Non-US/Canadian	
* US/Canadian Phone Number:	
555-555-55	
Jour Id Number and Number should be 40 disite	
Invalid Number and Number should be 10 digits.	

Character Limits

Text fields have a limit to the number of characters you can place in the text box. The character limit appears in a gray box next to the field. As you type your response, the box will calculate the remaining characters for the text box.

* Your Last Name:	_	Suffix	
Doe	97	Mr.	47
* First Name:		Middle Name:	
John	46		50
			·

If you exceed the character limit for a given field, the character counter will display a negative number and an error message will appear.

* Mailing Address:	
Apartment 205,10 The Street, The Town, The City, Brooklyn New York, New York State, United States of America,	-10
This field is limited to 100 characters.	
Apartment/Suite Number:	
	100

8. Errors or Missing Information

You will not be able to complete an Application section or STEP until all errors are resolved on the page. You can see where you have errors a few different ways:

- 1. **Content List**: The section in the Content List will highlight in red.
- 2. **Error List**: You can view all your errors at the bottom of the screen; click on any item to jump to the required question to resolve the error.
- 3. Error Message: Each response with an error will show an error message and the field is highlighted in red.
- 4. **Top Level Menu**: You can see the total count of your errors in the top right menu of the online Application.

USDA Discrimination Financia	I Assistance P	rogram (DFAP) - Helpline: 1-800-721-0970		English + 🧕 🖨 🔺
STEP 1: About You	Errors	1 Other		4
STEP 2: Type of Applicant	Complete	City:		
STEP 3: Eligibility for this Program as a Farmer or Rancher	Incomplete	Zity/Postal Code:		50
STEP 4: Eligibility for this Program as a Borrower or Attempted Borrower in a USDA Farm Loan Program	Not Started	Email Address:		10
STEP 5: Discrimination in USDA Farm Loan Programs	Not Started	Please select which type of phone number you will be providing.		
STEP 6: Losses from Discrimination for Applicants Who Have Operated a Farm or Ranch	Not Started	US/Canadian Non-US/Canadian		
STEP 7: Prior Claims, Complaints, and Appeals	Not Started	Type of helper (select one): Lawver	Supporting Documentation Requests	
STEP 8: Additional Information	Not Started	Convertigent representative	Please indicate whether you will provide the below listed document.	
STEP 9: Texpayer Information Request	Not Started	Technical assistance provider	You must provide proof that you are a legal guardian. Submit the following:	
STEP 10: Signatures and Certifications Documentation Summary	Not Started	 Legal guardian (You <u>must</u> provide documentation of your appointment as a legal guardian) 	Guardianship order by a court with jurisdiction	
Submission Information	Not Started	Other Missing or incorect value		
< 4 of 15 >		undered an underson rande		
Your form contains the following errors		2		
1. Mailing Address:: This field is limited to 100 char	racters.			
2. US/Canadian Phone Number:: Invalid Number an	nd Number should be 10	dats.		
		Application Dashboard 🖂 Save < Prev	> Next	

9. Signatures and Certifications

The applicant **must** acknowledge the applicant certifications and provide an E-Signature, certifying and swearing to the truth of the Application.

If you did not indicate in STEP 1, Part C that a preparer helped fill out the Application, you are only required to complete the Applicant's signature and certification section.

- **To Sign**: enter your **legal name** in the Applicant's Full Legal Name box. Your E-signature will appear in the field below.
- **Certifications**: the signer must also acknowledge a set of Certifications related to filing the Application. Select the field next to the statement and use your keyboard to provide your initials in the designated fields.

If you indicated in STEP 1, Part C that a preparer helped fill out the Application, the preparer must also acknowledge the preparer certifications, and provide their signature, certifying and swearing to the truth of the Application. This is in addition to the required applicant certification and signature.

The DFAP Online Application can only accept both E-Signatures if the applicant and preparer are in the same location.

If the applicant and preparer <u>are in the same location</u>, each party must complete their applicable certifications and E-Signatures, before proceeding to the next section.

If the applicant and preparer are not in the same location, the filer must indicate whether they are the applicant or preparer and proceed with completing their applicable certifications and E-Signature using the interface in the online Application form. The second signature can be provided by either uploading a PDF of the appropriate certification and signature page to the Application in the Documentation Summary section of the online Application or delivering it separately to their DFAP Regional Office. You can find a link to download the appropriate certification and signature page template in STEP 10 of the DFAP Online Application. Tips for certifying and signing a PDF document electronically using Adobe can be found <u>here</u>.

★ Applicant's Full Legal Name				
John Doe		192		
Applicant's E-Signature:		-		
John Doe				
I certify that I have completed my E-registration form on the National Administrator Portal. By selecting this box I hereby agree that my electronic signature is the legal equivalent of my manual/handwritten signature and I consent to be legally bound.				
Date of signature				
07/06/2023				
07/06/2023				

10. Uploading Documentation

You can upload your documentation in the Documentation Summary section of the online Application. Review the Important Information Regarding Documentation Requirements section of the online Application before uploading your documentation.

The Documentation Summary Section will detail what, if anything, you indicated you would provide as support throughout your online Application. If you need to change or remove the document selection(s), you must go back to the related section(s) of the online Application and make the applicable modification(s).

Use these tips when uploading documents:

- Files <u>must</u> be in **PDF** format.
- There is no limit to the number of PDF files you can attach.
- The total PDF upload file size, for all uploaded files combined, is limited to 100MB.
- Do not encrypt or password protect your files.

You can upload documentation to support your Application in two ways:

- 1. Press Select Files, then browse for the file using the File Explorer; or
- 2. Drag and Drop the file directly into the designated area.

Documentation Upload(s)	
You can upload your documentation to this online Application in the upload box located below. Files must be in PDF format There is no limit to the number of PDF files you can attach The total PDF upload file size, for all uploaded files combined, is limited to 100MB. Do not encrypt or password protect your files. 	
* Please upload supporting documentation	
Test Doc 1.pdf	28 KB 🛪
Test Doc 2.pdf	28 KB 🗙
Drag files here or use the button below.	
Select Files Number of files uploaded: 2	

11. Submitting Your Application

The Submission Information section provides important information regarding submitting your online Application. It is essential that you review all information carefully before proceeding. Once you have reviewed and are ready to submit your Application, check the statement confirming you have reviewed.

When the confirmation statement is checked and all sections and steps are marked 'Complete' in the contents list, the Application is ready for submission. Once submitted, a confirmation email will be sent to your login email address confirming your Application Confirmation ID. If you would like the confirmation email to be sent to an additional email address you can specify the address here.

Select **Submit** to finalize your submission. After selecting Submit, you'll be navigated back to the Application Dashboard where an overview of the submission, including the Application Confirmation ID, can be found.

