

Introducing SAPO EAPPLY Correspondence

Once your application is under review, use EAPPLY to contact SAPO on *questions* and/or *updates* you may have on that event. Below is a list you may choose from.

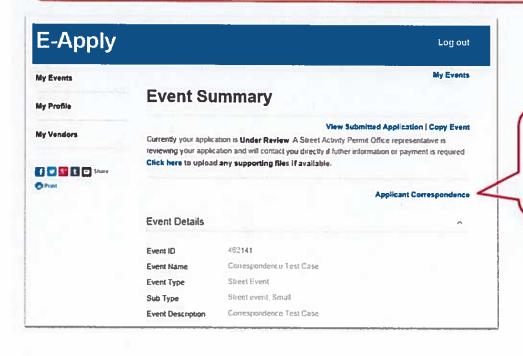
#	Correspondence Type
1	Add another Event Point of Contact
2	Appeal My Event's Denial
3	Change in Date/Time
4	Change in Event Type
5	Change in Questionnaire Response
6	Event Status Update Request
7	Invoice or Insurance Inquiry
8	Location Change Request
9	Withdraw My Event
10	Other



EAPPLY Event Summary Applicant Correspondence link

Step 1: Click on the **Applicant Correspondence** Link

This link will bring you down to the bottom of your Event Summary to the "Correspondence" section.



Once your application is under review, you will see an "Applicant Correspondence" link



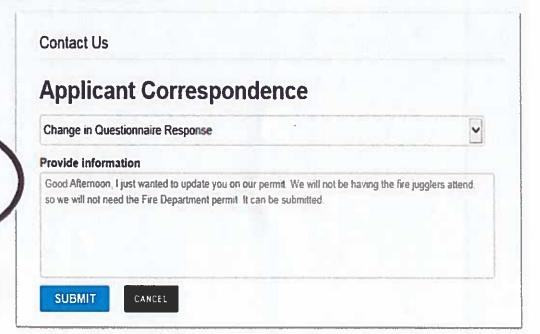
Submit your Event Question or Update

Step 2: Select a category

Step 3: Provide further details

Step 4: Submit

Add another Event Point of Contact Appeal My Event's Denial Change in Date/Time Change in Event Type Change in Questionnaire Response Event Status Update Request Invoice or Insurance Inquiry Location Change Request Withdraw My Event

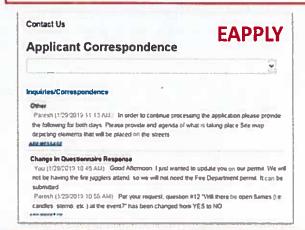




Correspondence History & Email Notifications

What happens next?

- ✓ SAPO is notified of your event question/update
- ✓ Your question is saved onto your Event Summary
- ✓ You are notified when SAPO responds
- ✓ SAPO's response and your ongoing correspondence is saved too



From: sae@cityhall.nyc.gov [mailto:sae@cityhall.nyc.gov]
Sent: Tuesday, January 29, 2019 10:56 AM
To: Patel, Paresh
Subject: SAPO Correspondence Update for EventId (462141)

Paresh has an update on Change in Questionnaire Response
LOG ONTO YOUR EAPPLY ACCOUNT TO CORRESPOND. PLEASE DO
NOT REPLY TO THIS EMAIL

EMAIL NOTIFICATION

One last thing....

SAPO may reach out to you with a request first, so look out for our email alerting you to sign onto EAPPLY and check out the very same correspondence section!