

Returned for Revision Business Application

How do I know my Application was Returned?

- ❑ Check your email (and spam folder) for notifications from HHS Accelerator about your Application. If your Business Application is returned, you will receive an email with the subject line **“HHS Accelerator Business Application – Returned for Revision.”**
- ❑ In the system the Application dashboard on the homepage will also change to **“returned for revision.”**

How do I Review and Edit my Application?

- ❑ To access your HHS Accelerator Application, click on the **“Applications”** tab from your homepage.

- ❑ In the Application History section (scroll down to the lower half of your screen), click on the **“Business Application”** blue hyperlink to be brought to your Business Application.

Application History	
Application	Status
Business Application	Returned For Revisions
↳ Homelessness Prevention	In Review

- ❑ In the Application Summary, sections that have been returned will have comments describing edits that need to be made. In the example to the right, click the **“Show Basics Comments”** hyperlink to display returned for revision comments.

Status: ■ Returned For Revision

[Show Basics Comments](#) ◀

- ❑ Click into the sections that need editing to make changes. If you need to correct a document upload the corrected version into the Application. From the documents tab of the appropriate section click **“Upload document”** from the Actions dropdown menu to override the original document with a new document.

Org Chart	Organizational Chart	Returned	09/10/2015	Helen Miller	I need to...
					<ul style="list-style-type: none"> I need to... View Document Remove Document Upload Document Select Document from Vault

- ❑ If you’re asked to update your organization’s legal name, click on the **“Organization Information”** tab. Click the green **“Update Organization Legal Name”** button. Enter the legal name of your organization. **Your organization’s legal name must match your Certificate of Incorporation (or equivalent) exactly.** An HHS Accelerator staff member will then review this information, and the change will be reflected once it’s approved.
- ❑ Once edits are made, click **“Submit”** on the top right to return the Business Application for review. Check off that you have read the Terms & Conditions, enter in your user name and password, and click **“Submit Application.”** A green bar will appear across your screen stating your application has been successfully submitted.