

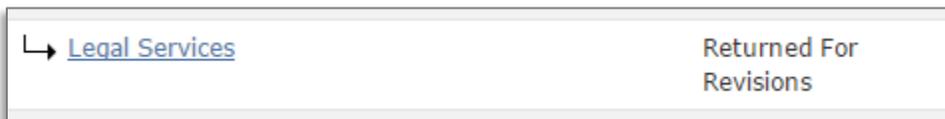
Prequalification Application: Returned for Revision Service Application

How do I know my Application was Returned?

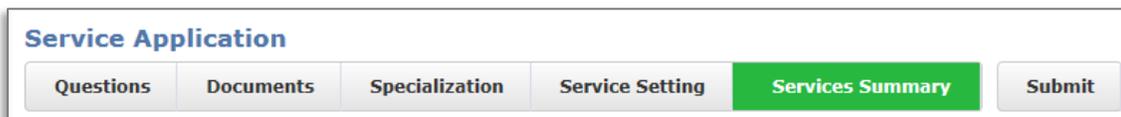
- ❑ Check your email (and spam folder) for notifications from HHS Accelerator about your Application. If your Service Application is returned, you will receive an email with the subject line **“HHS Accelerator Service Application – Returned for Revision.”**
- ❑ Click on the **“Applications”** tab from your homepage. Your service applications are listed under **“Current Applications”** as well as **“Application History.”** In both sections, service applications that have been returned will have the status **“Returned for Revisions.”**

How do I Review & Edit my Service Application?

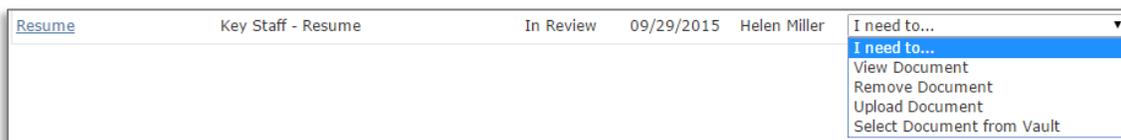
- ❑ To access your HHS Accelerator Application, click on the **“Applications”** tab from your homepage.
- ❑ In the Application History section (scroll down to the lower half of your screen), click on the hyperlink for the Service that needs to be revised.



- ❑ In the Service Summary, you can view comments describing edits that need to be made by clicking **“Show Comments”** under the question mark.
- ❑ Based on the comments, click into the tab that requires a revision.



- ❑ If you need to correct a document upload the corrected version into the Application. From the documents tab click **“Upload document”** from the Actions dropdown menu to override the original document with a new document.



- ❑ Once edits are made, click **“Submit”** on the top right to return the Service Application for review. Check off that you have read the Terms & Conditions, enter in your user name and password, and click **“Submit Application.”**