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 Services 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 “Service Application” 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.”