

Submitting Your Packet

1. Select "Submit" to submit your packet

The screenshot shows a submission interface for a section titled "Approved Late Add Materials". The section is due on Jan 26, 2021, and is currently "Not Yet Submitted" and "Unlocked". There are "0 of 0 Required Files". A yellow arrow points to the "Submit" button. Below the section name, there is a table for "Additional Documents" with one document titled "My Document" added on Aug 12, 2020. There are also "7 required questions" for the "Late-Add Request" form, which has not been completed.

Approved Late Add Materials
Due: Jan 26, 2021 | Not Yet Submitted **Unlocked**

Submit Late Add materials for review.

Additional Documents 1 Added Add

Title	Details	Actions
My Document	Added Aug 12, 2020	Edit Remove

Late-Add Request 7 required questions, Fill Out Form

This form has not been complete.

2. If there is any information missing in your packet, a notification will pop-up indicating the reason why your packet cannot be submitted. Correct any issues to submit your packet.

Submission Confirmation ✕

The section Approved Late Add Materials cannot be submitted because there are issues with the requirements listed below. You can submit the section once you have corrected any issues and added materials to meet the requirements for the section.

Requirement Name	Issue
Late-Add Request	Missing answers to required questions

Close

- If your packet includes all correct information, a notification will pop-up indicating that you cannot edit your packet once it has been submitted.

Confirm



You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Approved Late Add Materials at this time?

Yes

No

- Once you have successfully submitted your packet, your packet will be “Locked”. You can “Preview” your packet to see all your documents.

▼ **Approved Late Add Materials**
Due: Jan 26, 2021 | Submitted **Locked**   [Preview](#) **0 of 0**
Required Files

Submit Late Add materials for review.

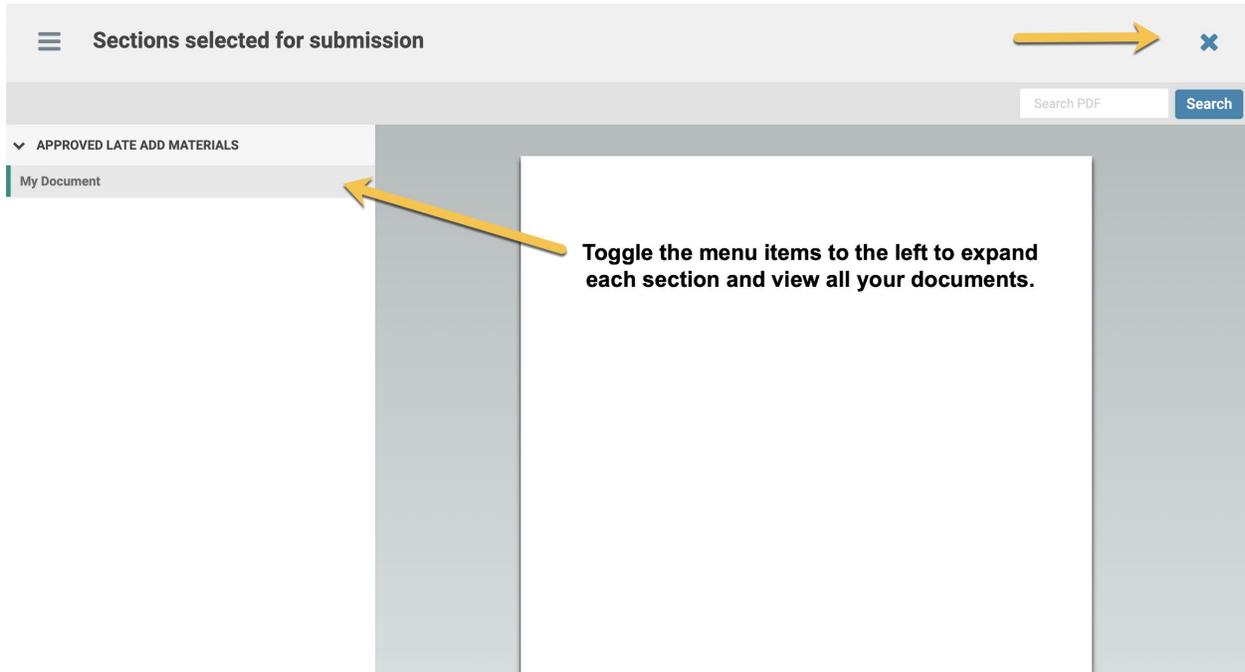
Additional Documents 1 Added

Title	Details
My Document	Added Aug 12, 2020

Late-Add Request 7 required questions,

Title	Details
Late-Add Request	Completed Submitted Aug 11, 2020

- In "Preview" you will be able to see a list of all your documents as reviewers will see them. To view the documents, select a section. To go back to the previous page, select the "X" on the right upper corner.



- If you filled out a form in RTP, that form will not show up in "your" reader. However, you can review the form in your files. You just won't see it along with other documents in the RPT reader. Below, the 2 uploaded documents will be seen, the 2 forms will not.

