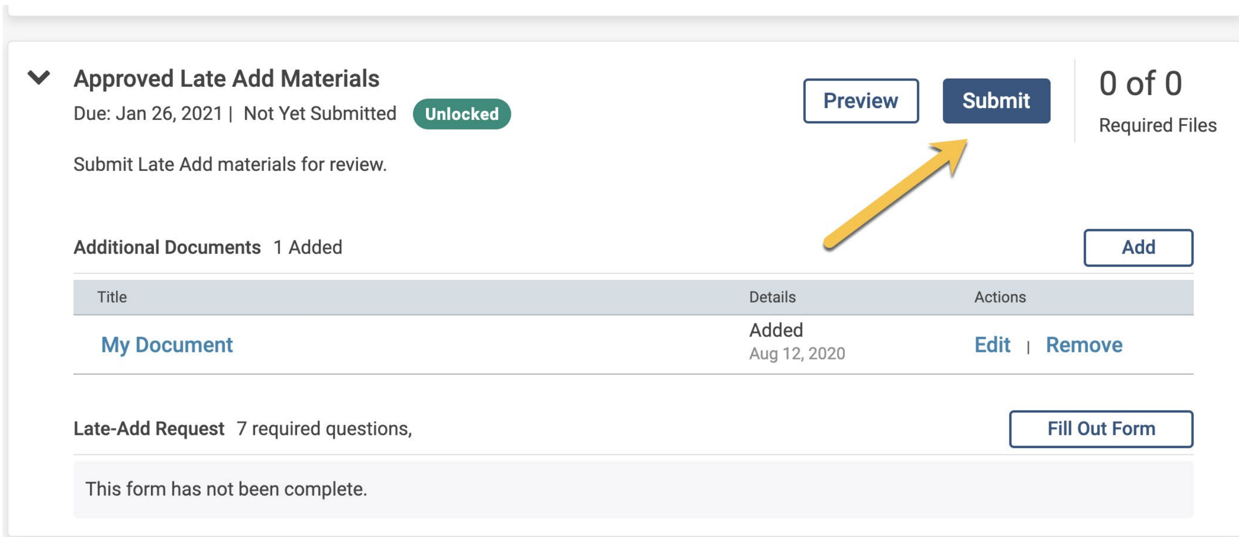
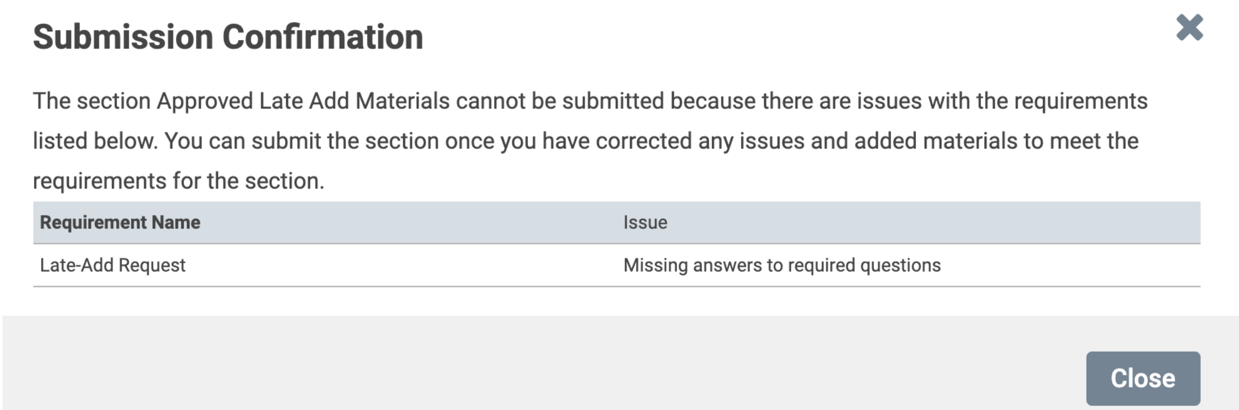
Submitting Your Packet

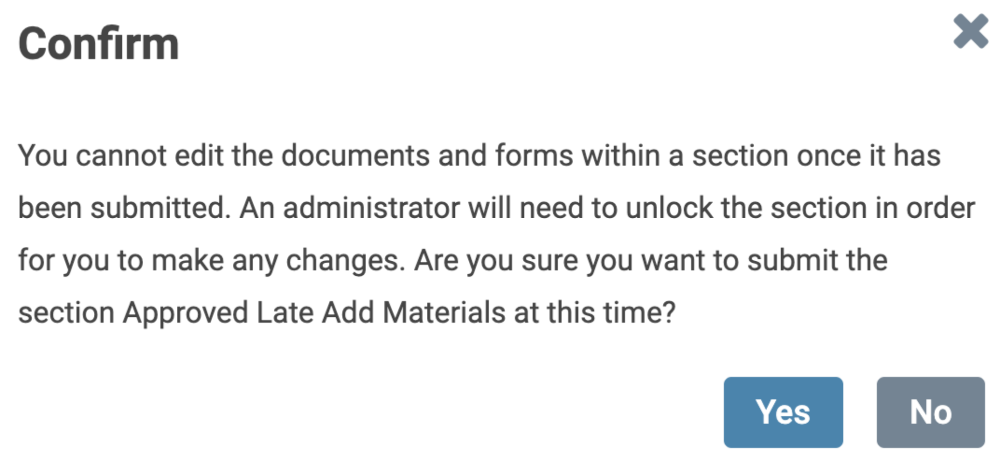
1. Select “Submit” to submit your packet



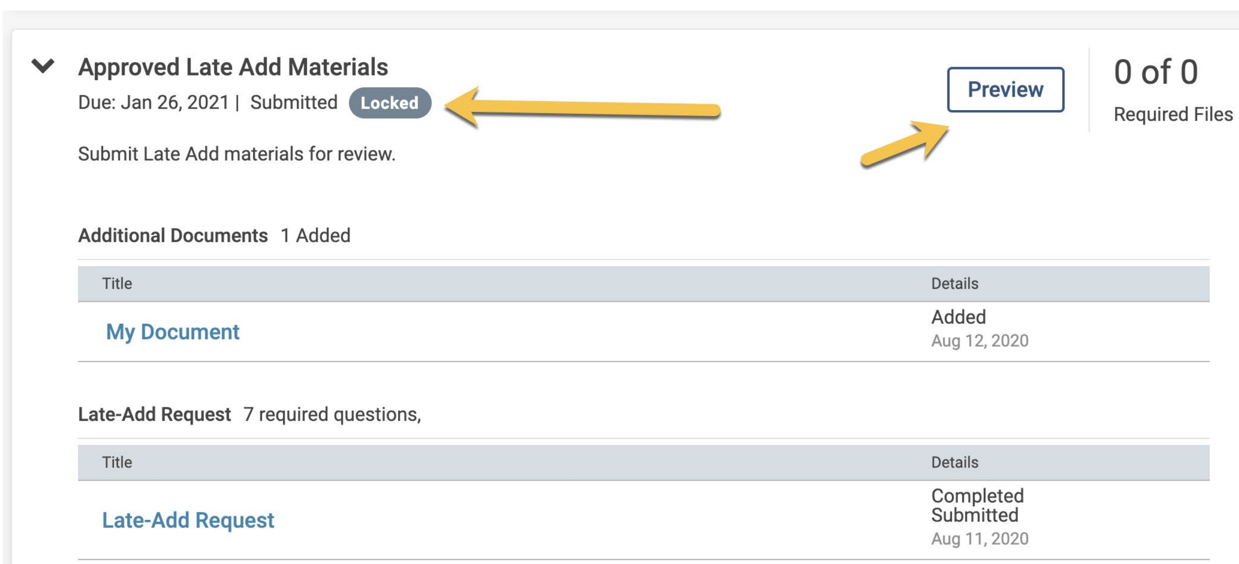
2. If there is any information missing in your packet, a notification will pop-up indicating the reason why your packet cannot be submitted. Correct any issues to submit your packet.



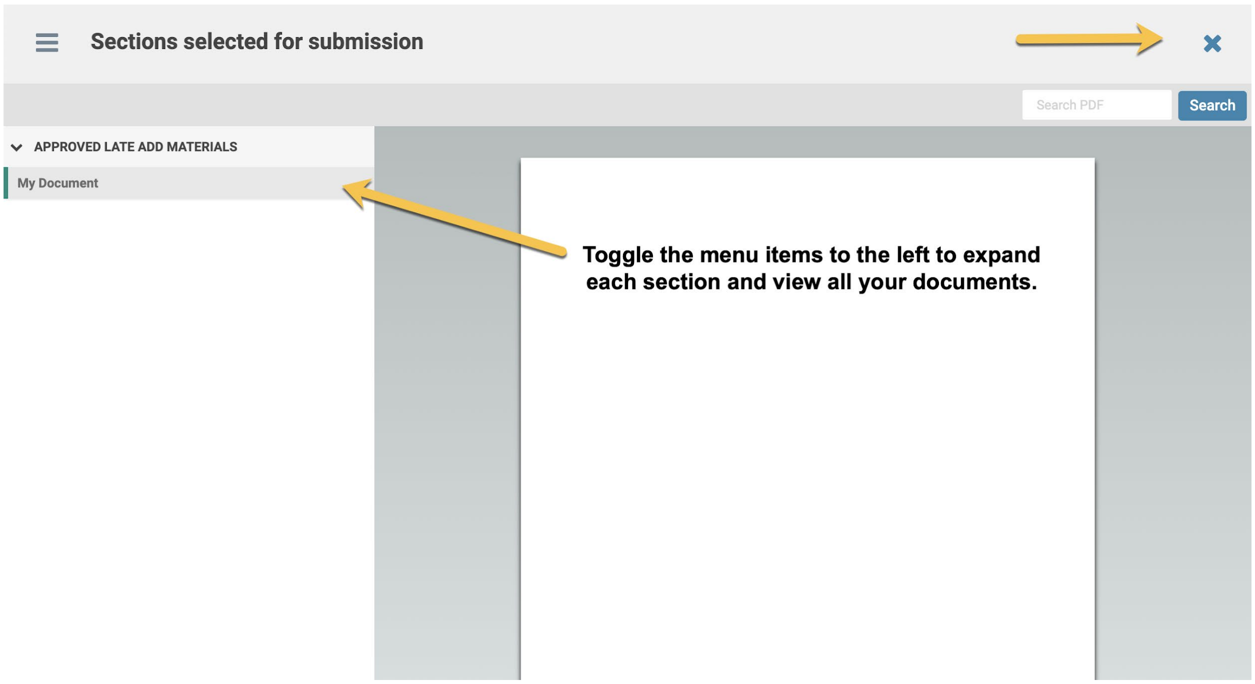
3. If your packet includes all correct information, a notification will pop-up indicating that you cannot edit your packet once it has been submitted.



4. Once you have successfully submitted your packet, your packet will be "Locked". You can "Preview" your packet to see all your documents.



5. 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.



6. 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.