

All application are required to be verified to make sure they are a complete application. This process is needed to advance the application. If additional information is required for the application, you will be contacted to advise what information is required. Once the information is resubmitted, the verification process can re- start.

## How to Re-Submit an Application

An **Action Required** notification will be listed on your Organization and Agreement homepages. The notification will advise that a resubmission is requested. If you were the individual who submitted the application, you can click on **Action Required** to be navigated to the application form.

You can also navigate to the form from your User Homepage, select **View/Access In-Progress Forms** under Apply for Funding in the left navigation menu.

On the Organization Forms page, select the **Form Status** of Requires More Info, and select Search.

Under the Organization Forms Results, you will see all applications that have been submitted that requires more information. If you started the application, you would have the form access of Owner/Submit. Only you can resubmit the application for your organization.

If you wish to amend who has access to a particular form, review the **How to Manage Form Access** Guide.

Name	Type / Program	Form Status / Agrmnt Id	Date Updated / Due Date
Application Form	Application Form	Requires More Info	Dec 21, 2022
			Jan 31, 2023

Click on the Application Form you want to resubmit; you will then be navigated back to LaMPSS Online to make the necessary changes.

Once you make the necessary changes to the application form, if you wish to view or download a summary of the application, to make sure all updates are completed. Navigate to the Form Summary section of the form. You have the option to View/Download a Summary of the application or you can Submit the application.

Application Form

Important Links | Return to Section List | Exit to LaMPSS

Agreement ID | Status: Requires More Info

Step 6 of 6

### Form Summary

Your form appears to be ready for submission.


It is recommended that all information be reviewed carefully prior to submission to ensure the required information has been provided.

To view / print a copy, please click View / Download Summary below.

If you feel ready to submit, please click Submit.

View/Download Summary | Submit

Once you submit the application, you will receive a message that the application submission was successful.




### Application Form

[Exit to LaMPSS](#)

### Submission Successful

Thank you, the submission was received. It is now pending review and approval.

For reference, the Agreement ID is . Please refer to the LaMPSS self-service website for information on the status of the submission.

[View/Download Summary](#)