How To Submit Your Finished WPAF Packet

1) Verify you have uploaded all the required documents to your WPAF packet.

From “Overview” page, you can tell whether you have fulfilled the requirement of a section by looking for the “COMPLETE” (full green circle) or “INCOMPLETE” (half green / half grey circle) on right side of section.

Note:
- Optional sections will show as complete even when empty.
2) Once all section requirements have been satisfied, select “Packet”.

3) At the top of the “Packet” page you will see a blue option bar. Select the box on the left side of the option bar, which will check all section boxes.
4) Make sure all the sections of your packet are displayed and checked.

5) Select “Submit Section(s)”

Note:
- Once you submit, the sections become locked and you are unable to make further edits.
- Select “Yes” to Confirm
If you “Review & Submit” correctly, all of the sections should have “Submitted___” and “Locked” icons. Please make sure you submit all sections before the deadline.