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
6) If you “Review & Submit” correctly, all of the sections should say “Submitted Locked.” Please make sure you submit all sections before the deadline.

7) On Your Packets page, you may notice Status is “In Progress (Not Yet Submitted)” As long as you verify all sections are Locked (as pictured above), your packet is submitted and complete.

8) On Home page, if the WPAF due date has passed, it may show as Past Due, even if you’ve submitted your complete WPAF.