



## FY20 PHLpreK Application Submission Tips and Reminders

### What You Will Find on the PHLpreK website

- Application link for the RFQ and the CAP
- Any updates to timeline for submission
- Frequently Asked Questions (FAQ)
- Applications and attachments



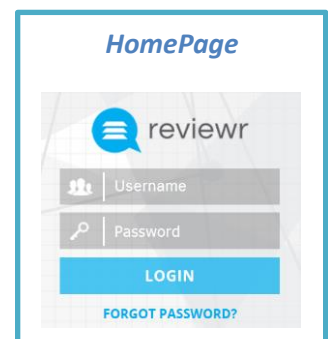
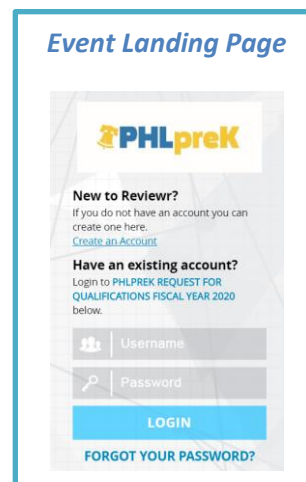
To access this information visit the PHLpreK website at <http://www.phlprek.org/resources/>. Check back periodically for any updates.

### Trouble Logging Into Reviewr

If you cannot login to Reviewr, you may always utilize the “Forgot Password?” link on your event landing page or our [homepage](#) to reset your password. You will want to make sure the email address you use to recover your password is the same email address you used to create your account.

### Reviewr Support

Need additional support with accessing or editing your application, click Request Support or email [support@reviewr.com](mailto:support@reviewr.com).



### Saving and Submitting Your Application

**SAVE AND ADVANCE** – This button will appear at the bottom of each page. Be sure to click this button to advance to the next screen to continue completing the application.

**SAVE AND LOGOUT** – **ALWAYS** click this button before closing out of Reviewr. This button appears at the top of each page.

**I'M FINISHED. SUBMIT** - This button appears at the bottom of the last screen. You **MUST** click this button to submit your application for review. Be sure to complete all sections of the application.

### Status Definitions

The two application statuses you will need to be aware of to edit your application.

**Pending** = Status of the application prior to it being submitted for review. You are able to log back in and edit until the application deadline. The application has not been submitted for review. .

**Ready** = Application is fully submitted for review. The applicant has the ability to log in and edit the form until the submission deadline.