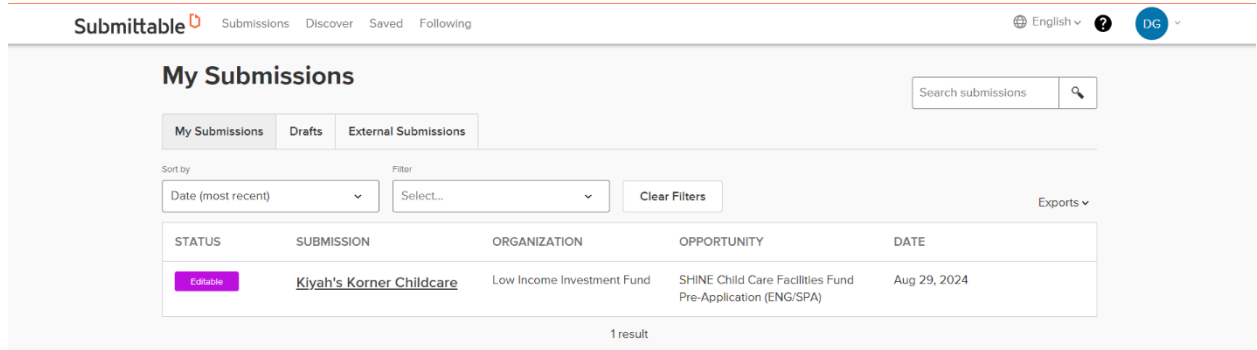


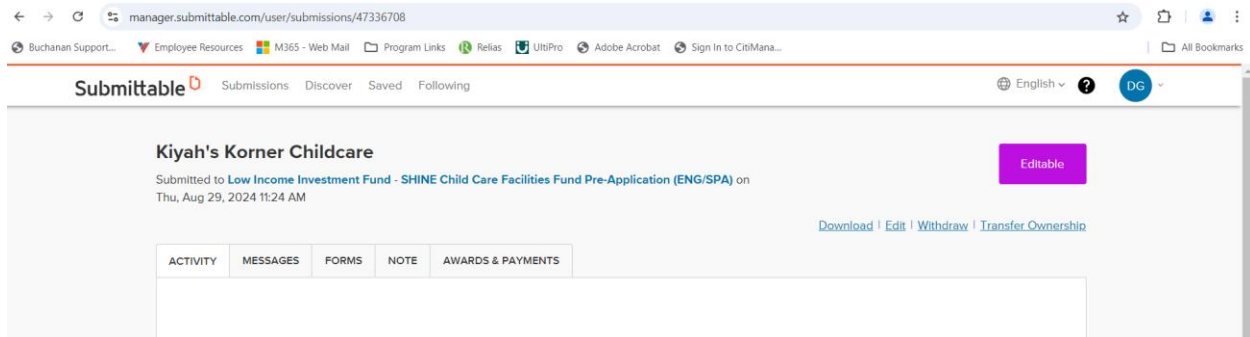
Pre-Application Editing Steps

Follow the steps below to make changes/edits to your previously submitted pre-application:

- Navigate to your pre-application submission under my submission (see screenshot example below):



- Find the purple button that says "**editable**" indicating that your pre-application is open for editing.
- Complete the following steps to begin editing your previously submitted pre-application:
 - a. Click on submission name (in the example above it would be "**Kiyah's Korner Childcare**") and then you'll see the following display:



- b. Once on the screen shown above, please click on the "**forms**" tab to navigate to your actual pre-application. After clicking on the "forms" tab you should see the following display:

The screenshot shows the Submittable interface for a user named Kiyah's Korner Childcare. The page title is "Kiyah's Korner Childcare" and it indicates the submission is for a "Low Income Investment Fund - SHINE Child Care Facilities Fund Pre-Application (ENG/SPA)" submitted on August 29, 2024. A purple "Editable" button is visible in the top right. Below the title, there are navigation tabs for "ACTIVITY", "MESSAGES", "FORMS", "NOTE", and "AWARDS & PAYMENTS". The "FORMS" tab is active, showing a section for "Eligibility Form" with a message "No form submitted". Below this, there is a section for "Initial Form: Low Income Investment Fund" which contains a submission entry for "SHINE Child Care Facilities Fund Pre-Application (ENG/SPA)" with a purple "Edit" button.

- c. Please click on the purple button that says "**edit**" to proceed with editing your pre-application. This will open you up to your pre-application form and you can change/edit/update the information as you wish.

If you desire to make any changes, **please remember to re-submit your pre-application when all changes/edits have been finalized** so that the SHINE team may continue reviewing your submission.

*Please note that pre-applications **will not** close or resubmit automatically after changes have been made. **You will need to manually submit your pre-application again after making the changes.**

*Also, please note that pre-applications may only be re-opened for editing **1 time** and all re-submissions will be deemed **final** and evaluated based on the information provided.