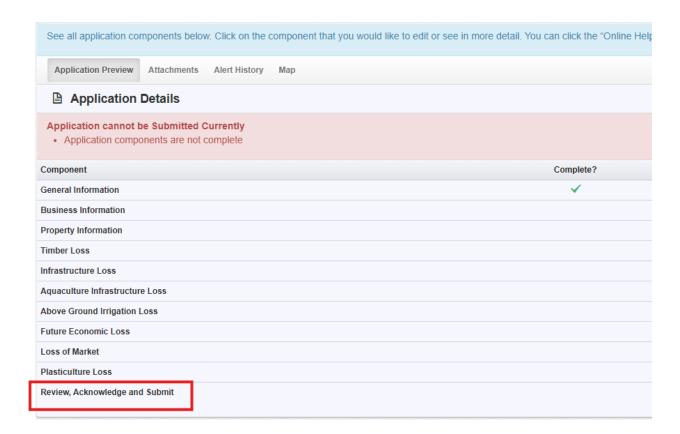


Instructions for completing the Acknowledgement Form

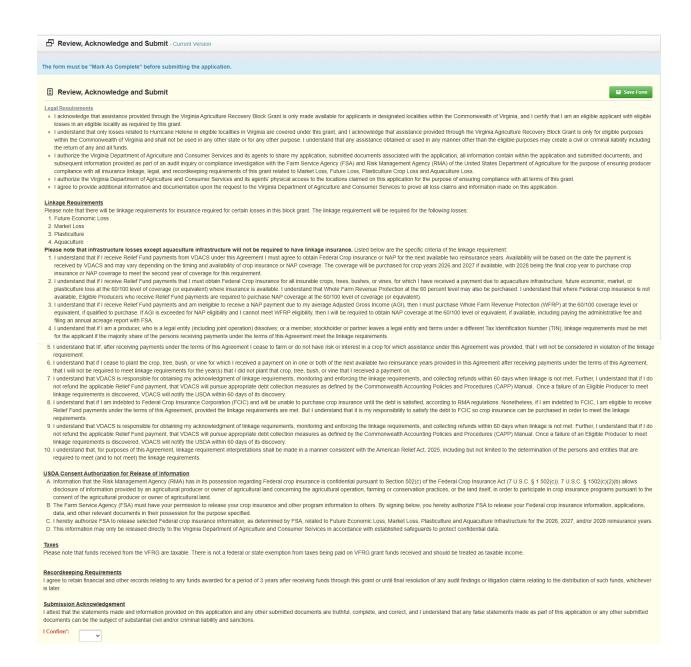
This guide helps you complete the Acknowledgement form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter general information. You will then be taken to the Application Details page. From the **Application Details** page, click on **Review, Acknowledge and submit** from the list of forms.





Step 1 - Review the acknowledgement and confirm the Acknowledgement Form

- Review all legal, linkage, tax, and recordkeeping requirements shown on the page.
- At the bottom of the Acknowledgement, select **Yes** from the dropdown of the **I Confirm** box to certify that all information provided is truthful and complete.





Step 2 - Fill Out the Acknowledgement Form

On the form:

• I Affirm: Select Yes from the dropdown.

• Applicant Name: Enter your First and Last Name.

• Date: Enter the current date.

• Title: Enter your role (e.g., Owner, Manager).



Click Save Form.

Step 3 – Mark the Form as Complete

1. After saving, click Mark as Complete