

AMERICAN RESCUE PLAN
LOCAL GOVERNMENT ALLOCATIONS
SUBMITTABLE SYSTEMS MANUAL

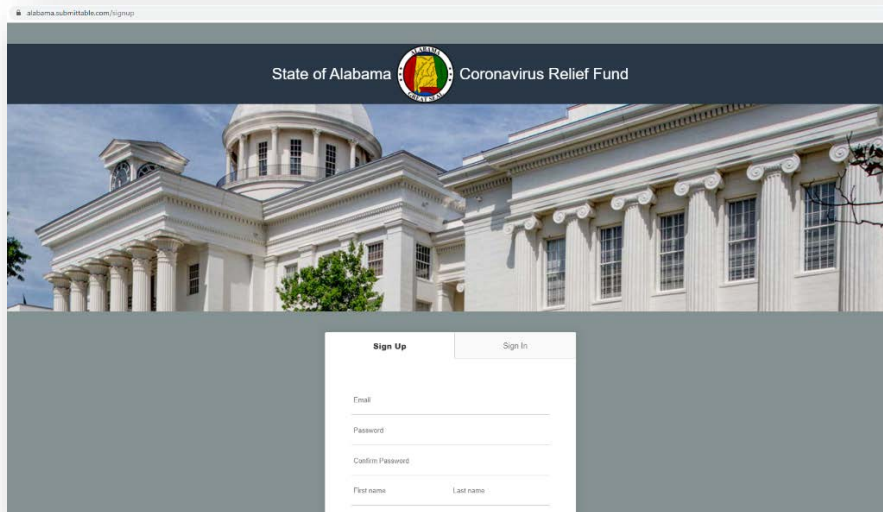
*STATE OF ALABAMA
OFFICE OF STATE COMPTROLLER
CORONAVIRUS RELIEF OFFICE
localgov@finance.alabama.gov*

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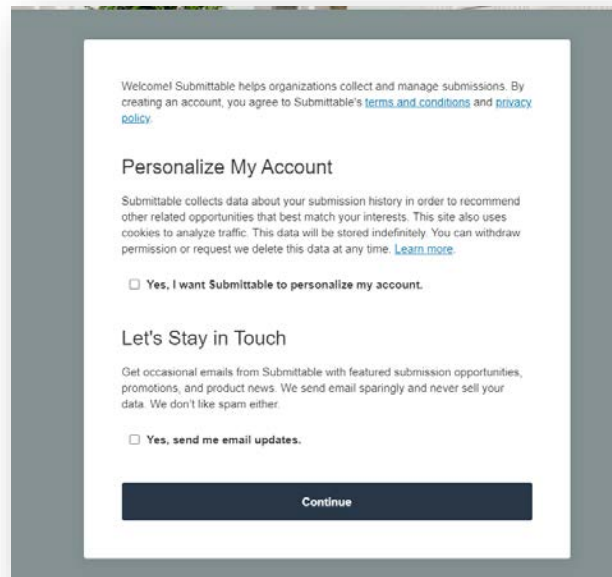
I. CREATING AN ACCOUNT

Go to <https://alabama.submittable.com/signup> to create an account.



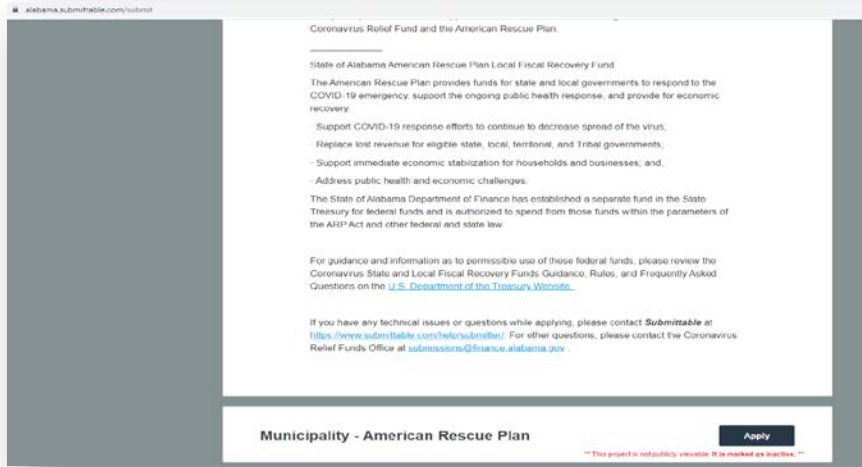
The screenshot shows the 'Sign Up' page for the State of Alabama Coronavirus Relief Fund. The page features a header with the State of Alabama logo and the text 'State of Alabama Coronavirus Relief Fund'. Below the header is a large image of the Alabama State Capitol building. The main content area contains a 'Sign Up' form with the following fields: Email, Password, Confirm Password, First name, and Last name. There is also a 'Sign In' button next to the 'Sign Up' button.

Personalizing an account is optional. Click continue to proceed.

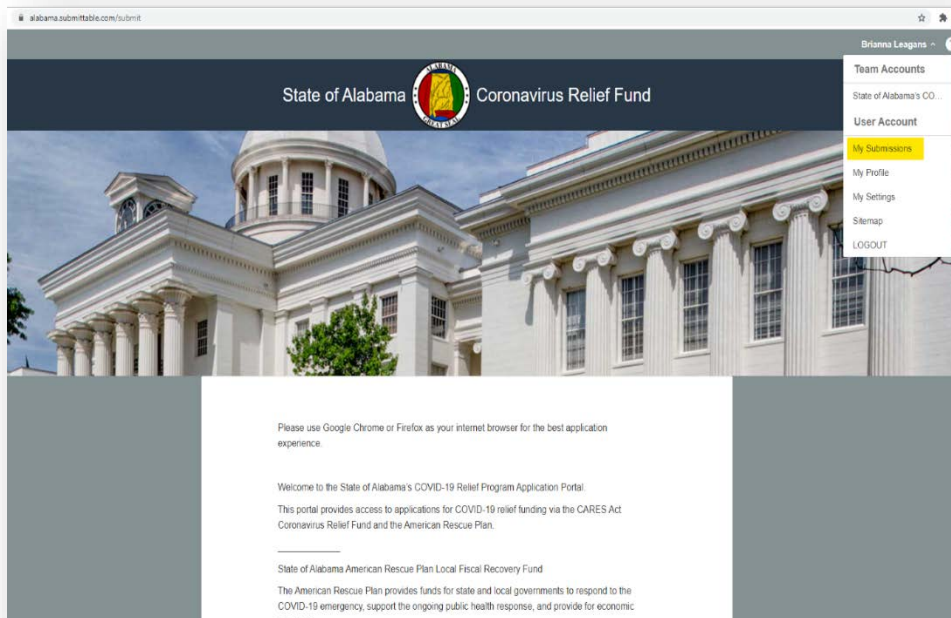


The screenshot shows the 'Personalize My Account' page. It includes a welcome message: 'Welcome! Submittable helps organizations collect and manage submissions. By creating an account, you agree to Submittable's [terms and conditions](#) and [privacy policy](#).' Below this is the heading 'Personalize My Account' and a paragraph explaining that Submittable collects data to recommend opportunities and uses cookies for traffic analysis. A checkbox is present: Yes, I want Submittable to personalize my account. The next section is 'Let's Stay in Touch' with a paragraph about occasional emails and a checkbox: Yes, send me email updates. At the bottom is a dark blue 'Continue' button.

Once an account is successfully created, users will be directed to <https://alabama.submittable.com/submit>. The Municipality – American Rescue Plan application will be available at the bottom of the screen.

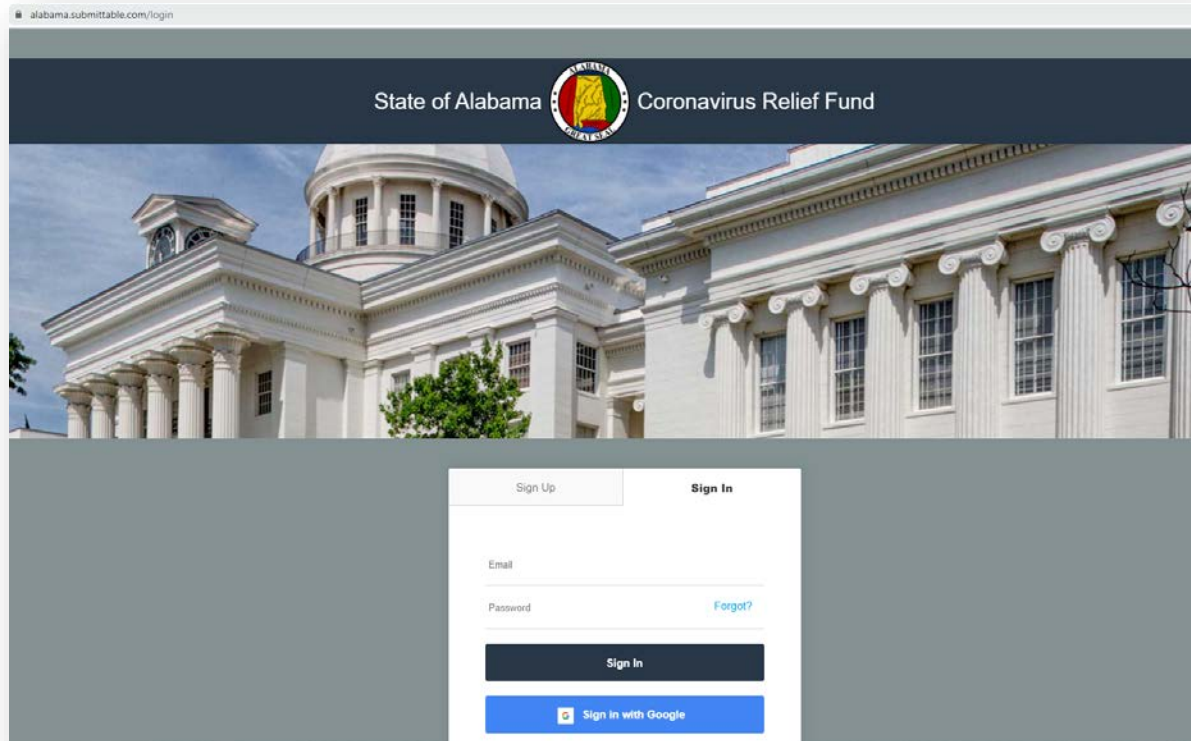


If the user is logged into their account on <https://alabama.submittable.com/submit>, the top right corner of the screen will display the user’s name with a drop down list. Click on “My Submissions” within the dropdown list to check status of applications already applied for.

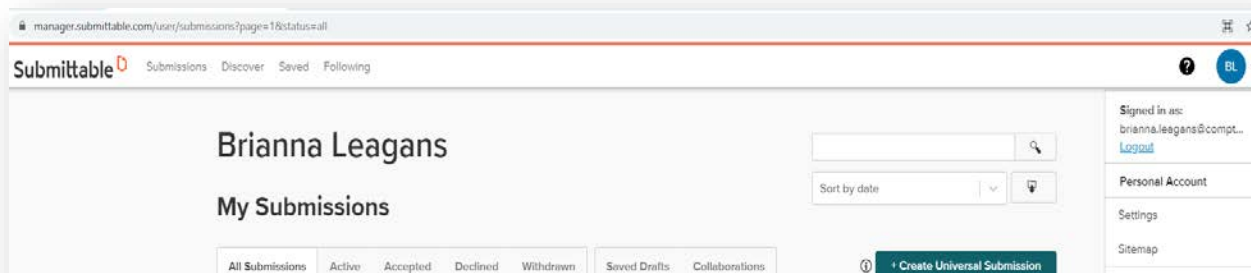


II. CHECK STATUS OF APPLICATION

Go to <https://alabama.submittable.com/login> and sign in.

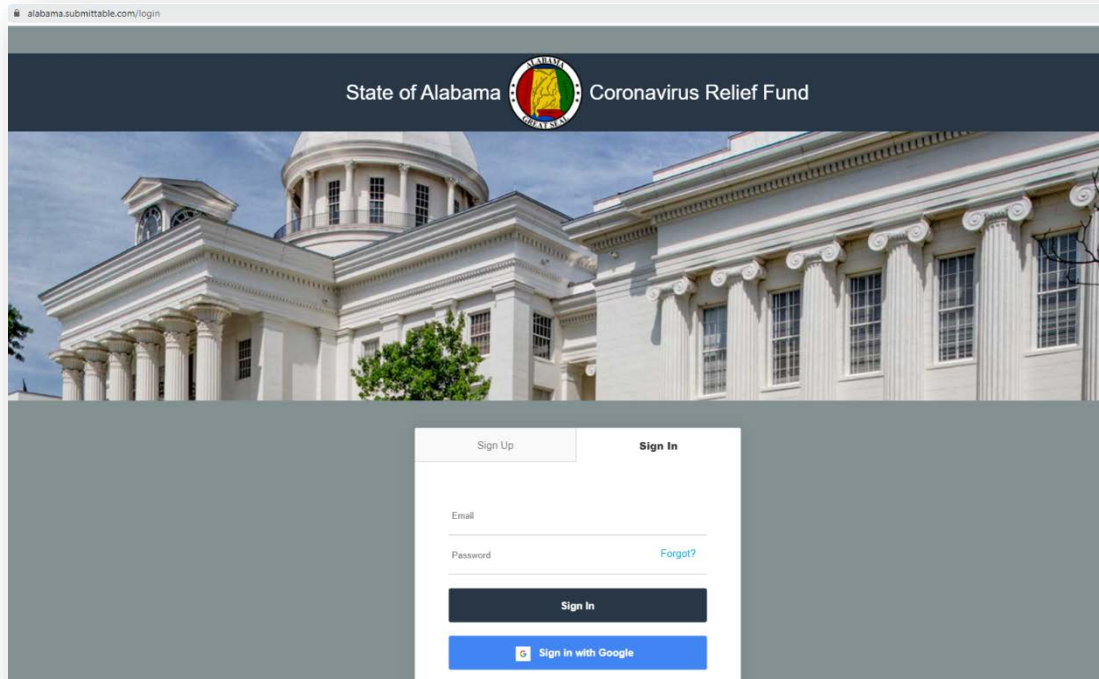


After signing in, "My Submissions" displays the applications applied for. If the applications are not shown, the user's initials in the top right corner will display a drop-down list.

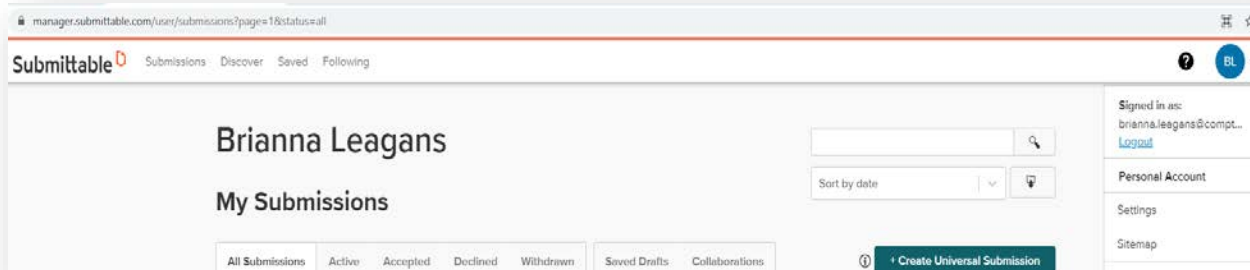


III. EDIT APPLICATION

Use: <https://alabama.submittable.com/login> .



Go to "My Submissions."



Click on the application in "Editable" status.


The screenshot shows a dashboard titled "My Submissions". At the top right, there is a "Sort by date" dropdown menu and a trash icon. Below the title, there are several filter tabs: "All Submissions", "Active", "Accepted", "Declined", "Withdrawn", "Saved Drafts", and "Collaborations". To the right of these tabs is a "+ Create Universal Submission" button. Below the filters, a submission for "Brianna City" is shown. It is marked as "Editable" with a purple button. The submission details include "State of Alabama's COVID-19 Relief Application Portal. - Municipi..." and the date "05/17/2021".


Go to the "Forms Tab" and press the purple Edit button.

The screenshot shows the "Forms Tab" for the "Brianna City" submission. At the top left, there is a purple "Editable" button. The submission title is "Brianna City" and it was submitted to "State of Alabama's COVID-19 Relief Application Portal. - Municipality - American Rescue Plan" on "05/17/2021 (17 minutes ago)". Below the title, there are tabs for "ACTIVITY", "MESSAGES", "FORMS", and "NOTE". To the right of these tabs are links for "Download", "Edit", and "Withdraw". The main content area shows the submission details: "Municipality - American Rescue Plan", "Submitted on 05/14/2021", "Municipality Name: Brianna City", and "Section I.". At the bottom of the content area, there is a purple "Edit" button and the heading "MUNICIPALITY INFORMATION".

Once changes have been completed, users must click "Submit Form" at bottom of application to close editing for further review.

Certification and Assurance *



Certification.docx 

No more files may be attached here.

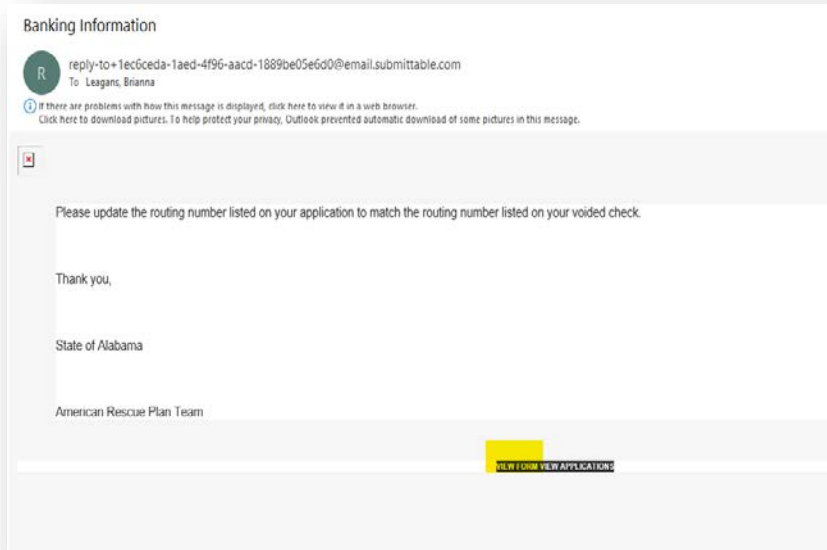
Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Date *

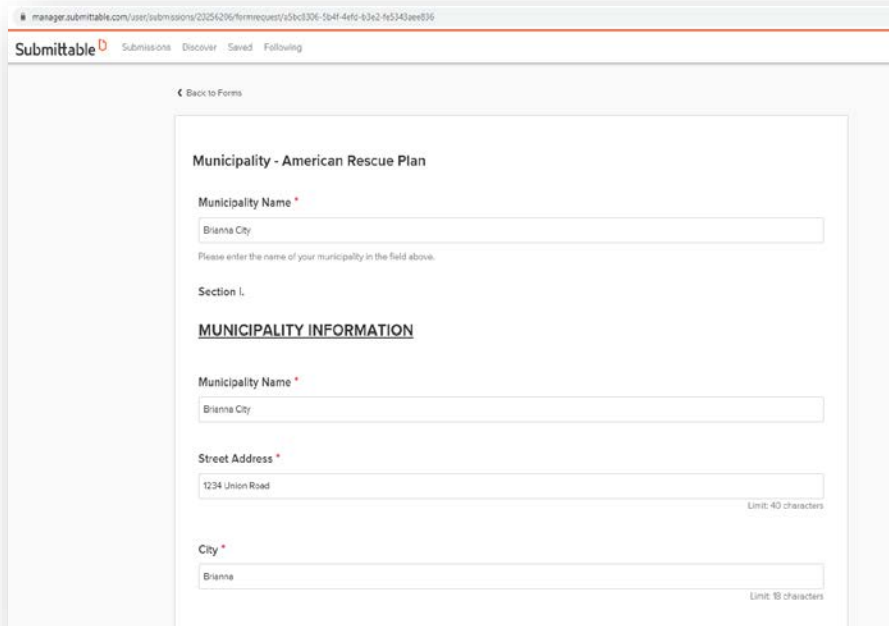
Signature *

IV. EDIT APPLICATION FROM EMAIL

If corrections are needed on the application, users will receive an email similar to the screenshot below:



To edit the application, click “View Form” and arrive at the following screen where the application will be editable:



After editing, please "Submit Form" to close the application for further review:

Please enter your Award Amount in the field below: *

*Your Award Amount is the calculated total generated from the General Budget Calculation Field

Please click on the hyperlink below to download the Certification and Assurance document.

Please print, complete, and upload the Certification form in the Certification Form box below. [Click here to download the Certification and Assurance form.](#)

Your application will not be approved without a signed copy of your Certification and Assurance form.

Certification and Assurance *

Certification.docx ✕

No more files may be attached here.

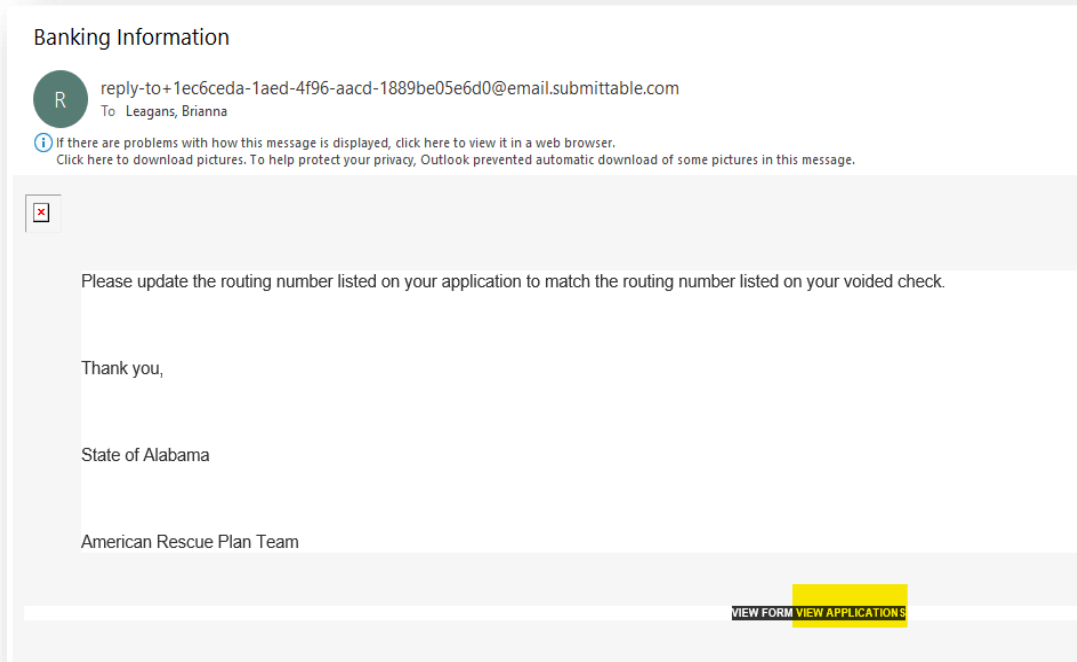
Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Date *

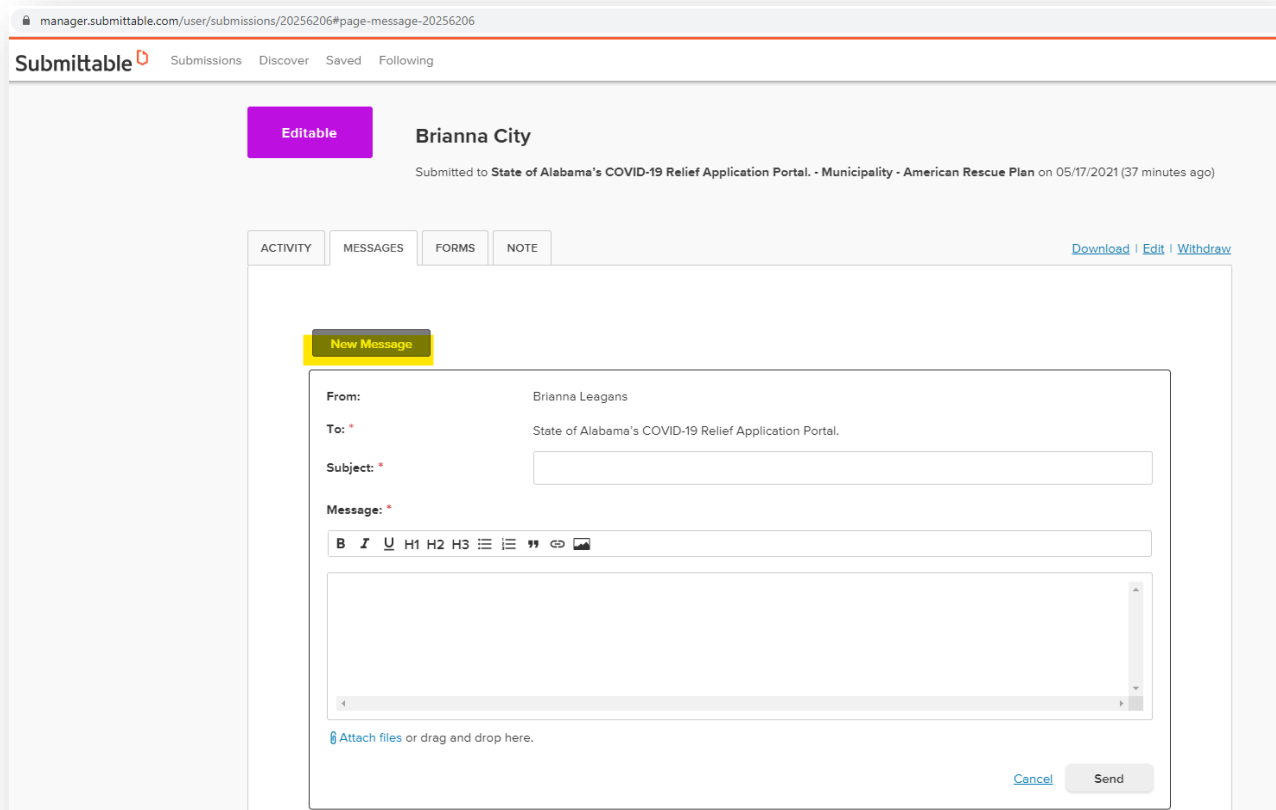
Signature *

V. MESSAGES AND REQUEST TO EDIT

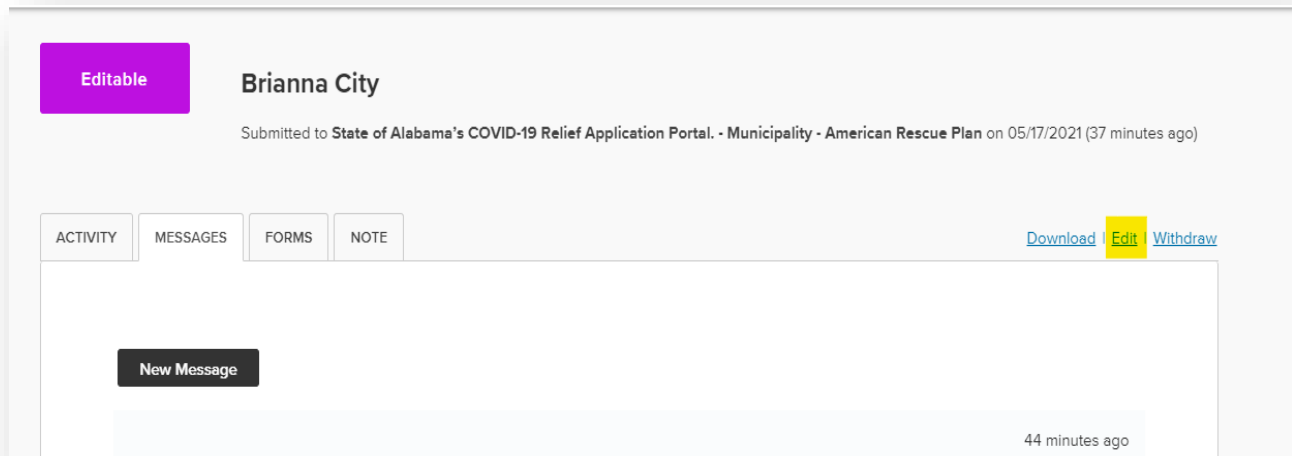
To send the State of Alabama a message, sign into the Submittable account following the steps listed above. Or, follow the email and press "View Applications":



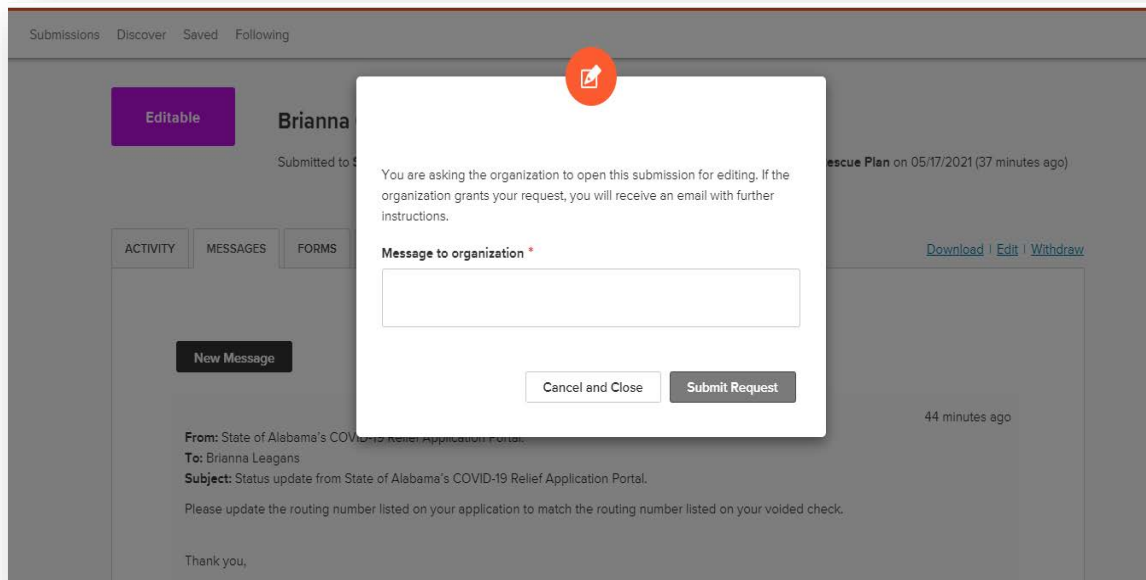
Under the messages tab, "New Message" can be used to send a message to the State of Alabama. All messages can be found under this tab:



To request to edit an application, click the blue Edit button:



Users will be asked to provide a message to the organization as to why the application needs editing:



VI. COMMUNICATIONS

To ensure you get all emails and notifications for Submittable, please follow instructions on the following link:

“How can I Safelist Notification Emails from Submittable?”

<https://submittable.help/en/articles/3221476-how-can-i-safelist-notification-emails-from-submittable>

For technical issues, please contact Submittable at:

<https://www.submittable.com/help/submitter/>

For assistance with your application, please call the State of Alabama COVID Relief Office at 334-353-2749.