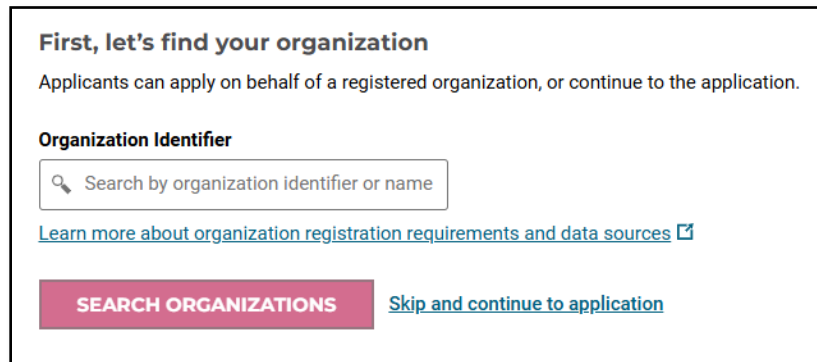


How to start a PA for your organization:

1. Go to: <https://apply.broadband.nebraska.gov/submit/>
2. Log in if you aren't already
3. Scroll to the bottom of the page and click the "Submit" button



4. Search for your organization by name or UEI number. If your organization did not apply with your UEI, select "Skip and continue to application".
 - o **DO NOT SKIP this step unless absolutely necessary.** This step is required to ensure all your Project Applications are linked to the proper organization.



5. You will be asked to enter your organization's Authentication Code
 - o Your Authentication Code will be sent in a separate email.
6. You will be asked to assign a name to your application using the naming convention "Abbreviated Organization Name - DPA #."
 - o For example, "ABC - T81."
 - o Your suggested abbreviated organization name will be sent in a separate email

How does my organization work on multiple applications at once?

Submittable only allows one draft application *per user* at a time.

- Organizations can create multiple accounts in Submittable.
 - If company X utilizes 10 accounts, each account could have a draft application in process, allowing 10 drafts.
 - Once an application has been submitted, that user can start a new application.
- The account used to start an application will automatically be the “owner” of that application.
- The owner can add and/or remove collaborators.
- The owner is the only one who can “Submit” the application.
- Ownership of a submitted application can be transferred if an organization would like to consolidate ownership under one user. Please send an email to nbo.grants@nebraska.gov to request this.