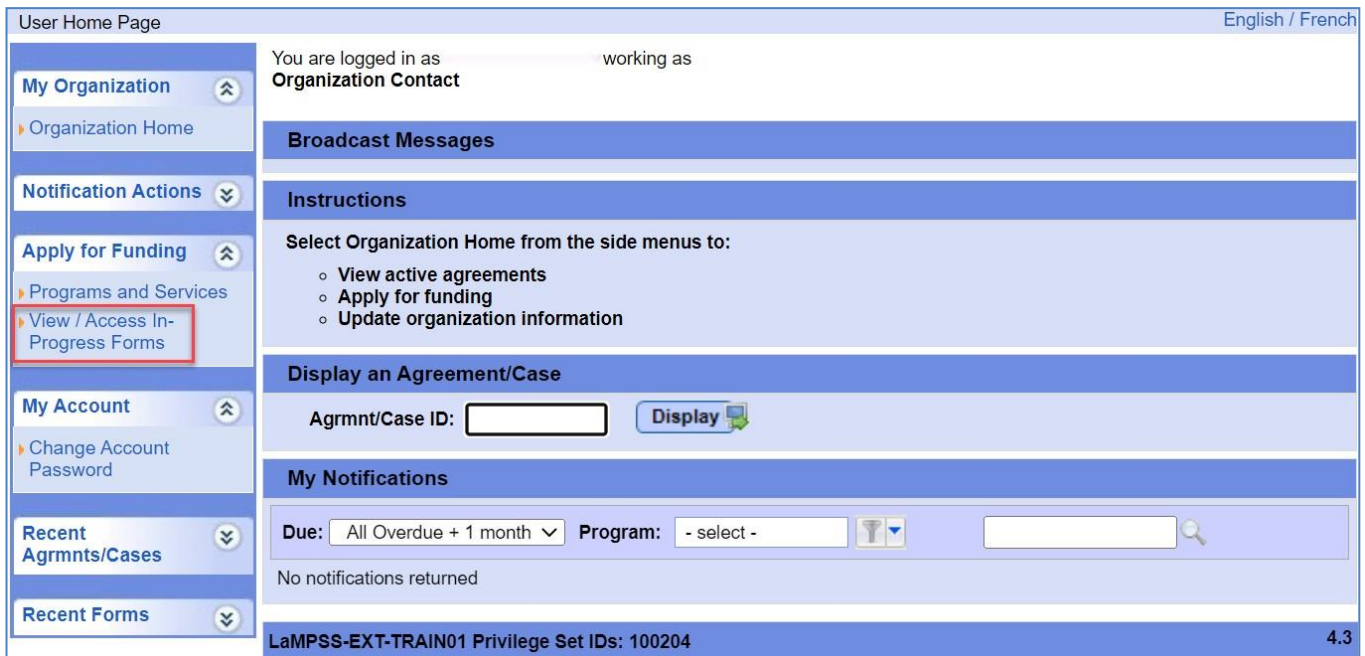


All applications are required to be verified to ensure they are complete. This process is required to advance the application. If additional information is required for the application, users will be contacted to advise what information is missing. Once the information has been resubmitted, the verification process can re-start.

### How to Re-Submit an Application:

An 'Action Required' notification will be listed on the 'Organization' and 'Agreement' homepages. The notification will advise users that a resubmission has been requested. The user who submitted the application is able to click on 'Action Required' to navigate to the application form.

Users are also able to navigate to the form from the user homepage. Select 'View/Access In-Progress Forms' under the 'Apply for Funding' section in the left navigation menu.



The screenshot displays the 'User Home Page' interface. On the left is a navigation menu with sections: 'My Organization' (containing 'Organization Home'), 'Notification Actions', 'Apply for Funding' (containing 'Programs and Services' and 'View / Access In-Progress Forms', which is highlighted with a red box), 'My Account' (containing 'Change Account Password'), 'Recent Agrmnts/Cases', and 'Recent Forms'. The main content area on the right shows the user is logged in as 'Organization Contact'. It includes sections for 'Broadcast Messages', 'Instructions' (with a list: 'View active agreements', 'Apply for funding', 'Update organization information'), 'Display an Agreement/Case' (with an input field for 'Agrmnt/Case ID' and a 'Display' button), and 'My Notifications' (with filters for 'Due' and 'Program', and a search bar). The footer indicates 'LaMPSS-EXT-TRAIN01 Privilege Set IDs: 100204' and a version number '4.3'.

On the organization forms page, select 'Requires More Info' under 'Form Status' and click the 'Search' button.

**LaMPSS Organization #:**
**Name:**

**Organization Forms Search**

**Form Type:** - select -

**Program:** - select -

**Agreement Id:** - select -

**Date Range:** - select -

**Name:**

**Form Status:** In Progress; Requires More Info
 

☐ In Progress  
☒ Requires More Info  
☐ Submitted

**From:**

**Owner:** - select -

Search

Clear

**Organization Forms Results**

No Forms returned

Cancel

Under the 'Organization Forms Results' section, all applications that have been submitted and require additional information are listed. Only the user with 'Owner/Submit' form access can resubmit the application for the organization.

**LaMPSS Organization #:** 123456  
**Name:** HERITAGE TRUST OF NEW SCOTIA

**Organization Forms Search**

**Form Type:** - select - **Form Status:** In Progress; Requires More Info  
**Program:** - select - ☐ In Progress  
**Agreement Id:** - select - ☒ Requires More Info  
**Date Range:** - select - **From:**  ☐ Submitted  
**Name:**  **Owner:**

Search Clear

**Organization Forms Results**

Name	Type / Program	Form Status / Agrmnt Id	Date Updated / Due Date
<span>Application Form</span>	Application Form	Requires More Info	Dec 21, 2022
			Jan 31, 2023

Displaying Forms 1 of 1



To amend who has access to a particular form, review the **How to Manage Form Access guide**.


Click on the application form to be resubmitted. Users will then be navigated back to LaMPSS Online to make necessary changes.


To view or download a summary of the application, to ensure all updates have been completed, navigate to the 'Form Summary' section of the form and click the 'View/Download Summary' button. To submit the application, click 'Submit'.

### Application Form

[Important Links](#) [Return to Section List](#) [Exit to LaMPSS](#)

 Agreement ID 

 **Status**  
Requires More Info

Step 6 of 6 

## Form Summary

Your form appears to be ready for submission.


It is recommended that all information be reviewed carefully prior to submission to ensure the required information has been provided.

To view / print a copy, please click View / Download Summary below.

If you feel ready to submit, please click Submit.

[View/Download Summary](#) [Submit](#)

Once the application has been submitted, the user will receive a message that the submission was successful.




### Application Form

[Exit to LaMPSS](#)

## Submission Successful

Thank you, the submission was received. It is now pending review and approval.

For reference, the Agreement ID is . Please refer to the LaMPSS self-service website for information on the status of the submission.

[View/Download Summary](#)