

COLLABORATOR OPTION Information Sheet:

If you would like to add a collaborator to assist you during the application stage, please click on the **Collaborator Button** at the top right corner of the application, below where your name appears.



A window will pop up, fill out the window to invite the contact to participate in assisting you with your application.

A screenshot of a "Collaborate" dialog box. The title bar says "Collaborate" with a close button (X) on the right. Below the title bar is a horizontal line. Underneath, the text "Invite someone" is followed by another horizontal line. The "Email Address" section has a label "Email Address" and a text input field with a placeholder "Email address / username of the person you are inviting". To the right of this is the "Permissions" section, which has a pencil icon and the label "Permissions". It contains three radio button options: "Can view", "Can edit" (which is selected), and "Can submit". Below this is the "Message" section with a text area containing the placeholder text "This message from you will be included in the email that is sent to the person you are inviting". At the bottom left is a "Cancel" button and at the bottom right is an "Invite" button.

Fill out the information and Click "Invite."

We encourage collaborators to be within the same organization.