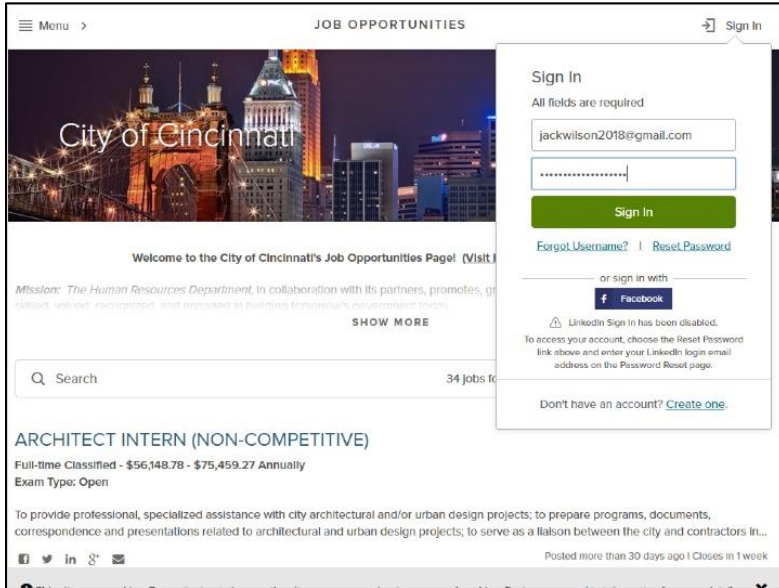# Submitting an Application

He returns to the employer's site, and clicks on the link to sign in. He is prompted to login to his account using the username and password he created earlier.

Once he logs in, he sees his account. He can click the link in the job title to review his application.

It is a good idea to proofread your entire application before submitting it. Even if you were very careful when you entered your information, it is always possible you had a typo or mistake.
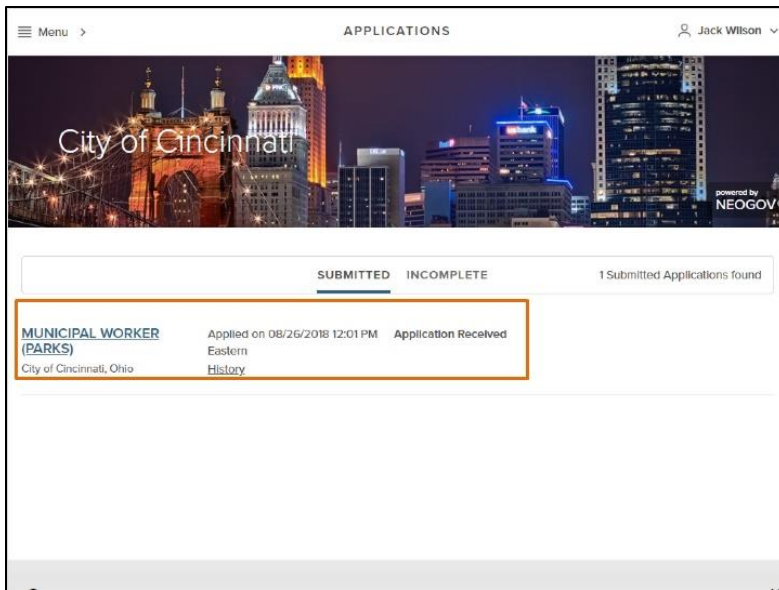
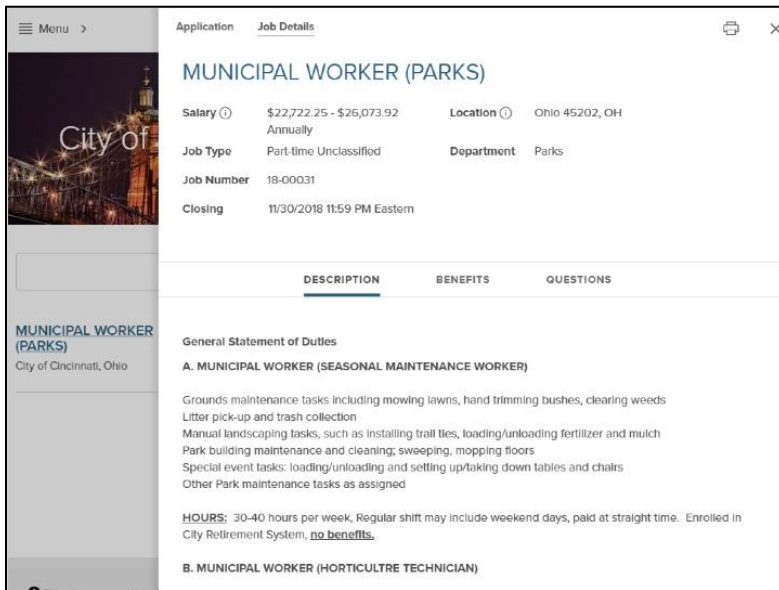Fields marked with an asterisk (*) are required

Contact Information

Name
Jack Wilson

Edit ✎

Address
1820 Church STReet
Cincinnati, OH, OH 25202
US

Phone
513-867-5309

Email
jackwilsonr2018@gmail.com

As Jack reviews his application, he notices that he made a few errors. To correct those errors, he can click the Edit link and make changes to that part of the application. He makes the changes and clicks on the Save link.

Once he has made the corrections, he is ready to submit. He clicks the button to Proceed to Certify and Submit.

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Jack receives a notice on the screen that the application has been submitted, and he should also receive an email confirmation. Before logging out of the website he goes back to his account page. Here, he can now see that the status of his application is "submitted." He can return to this site at a later date and login to see if there are any status updates about his application.

Jack checks his email and sees a confirmation message telling him that his application has been received. He saves the email for future reference, just in case he needs it.

He also saves a copy of the job description for his own reference. This may come in handy later if he gets an interview for the job, since sometimes the description is removed from the website once the application deadline has passed.