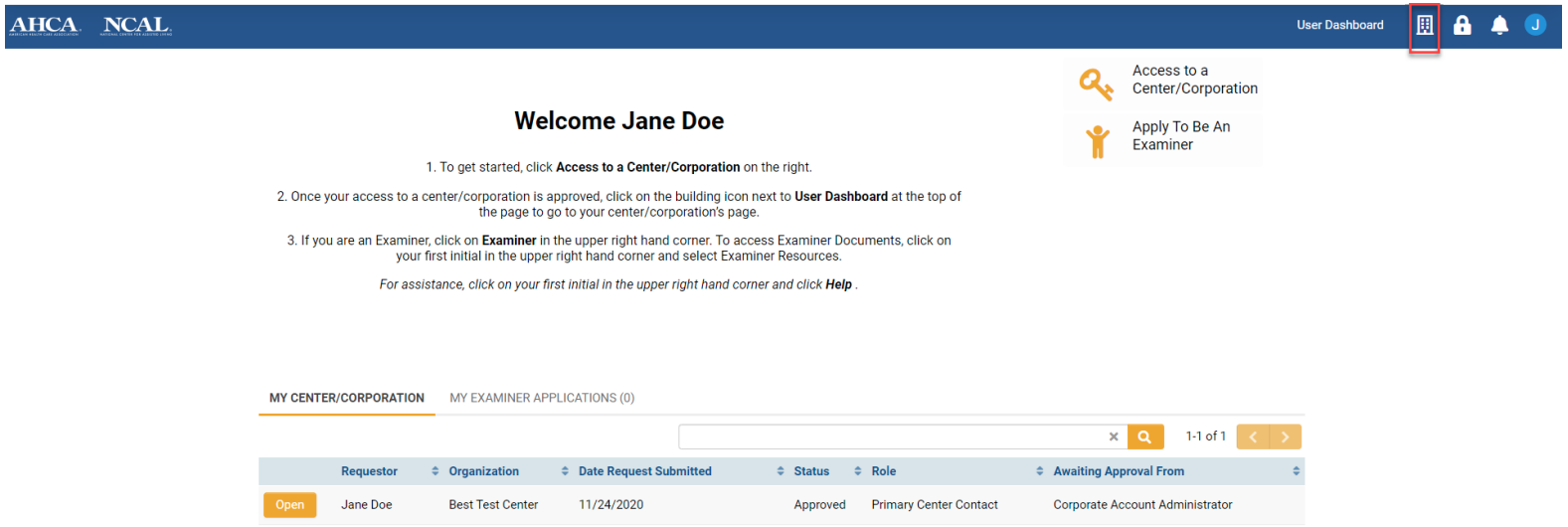
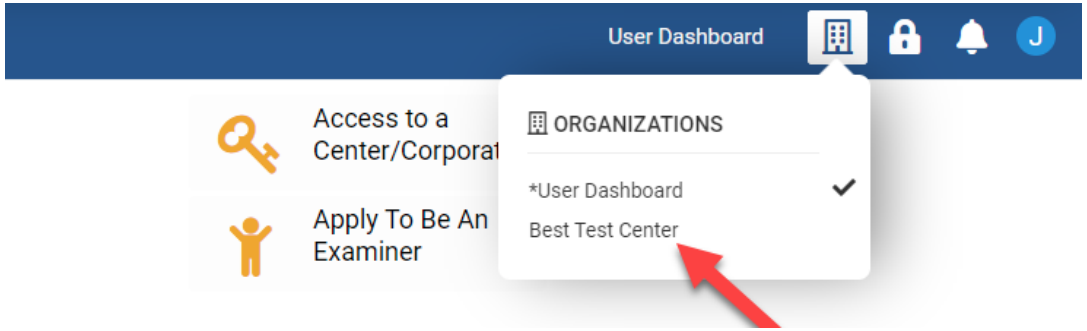
The Quality Award Portal: Submitting an Uploaded PDF Application

This guide aims to help you upload a PDF application in the Quality Award Portal. Silver and Gold applicants must upload a PDF file containing the responses to the criteria. If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

1. Log into the Quality Award Portal.
2. If you are not on your center/corporation's portal, click on your center's name from the **User Dashboard** dropdown.





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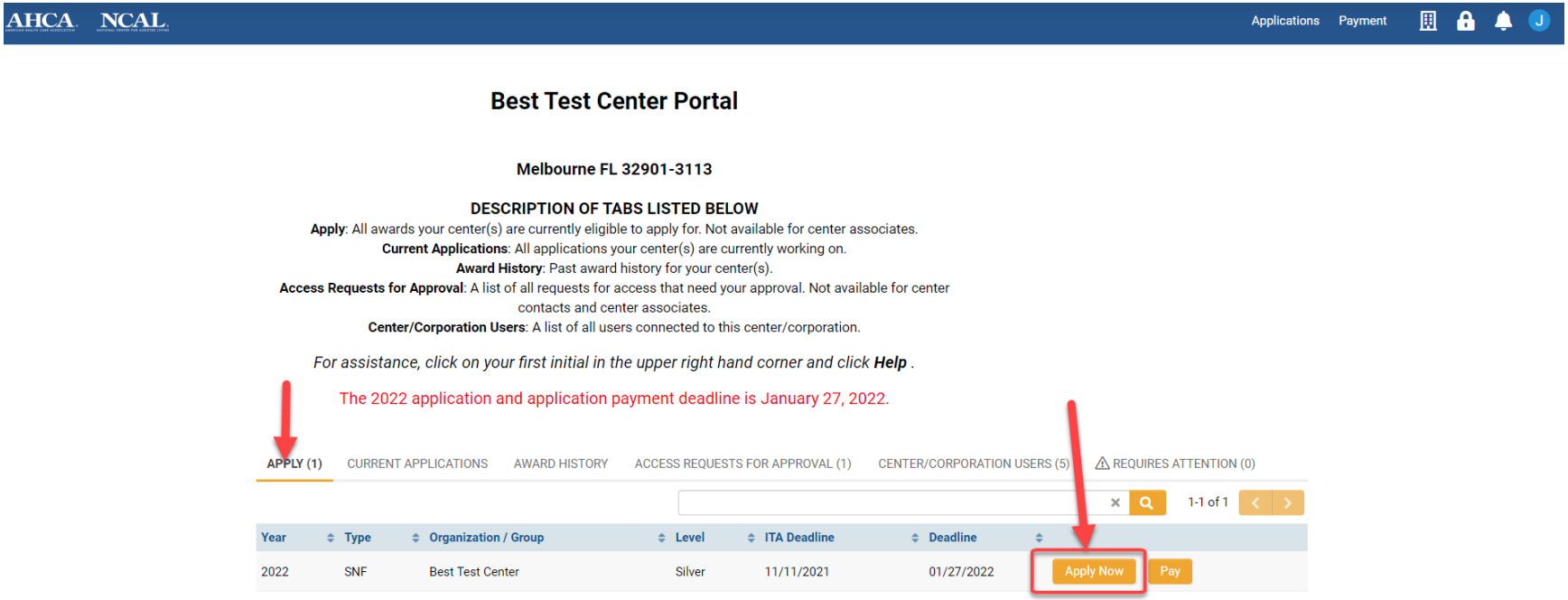
3. Once you are on your center/corporation's portal under the **Apply** tab you will see all the awards that your center is eligible to apply for each year. You can click **Apply Now** to apply.



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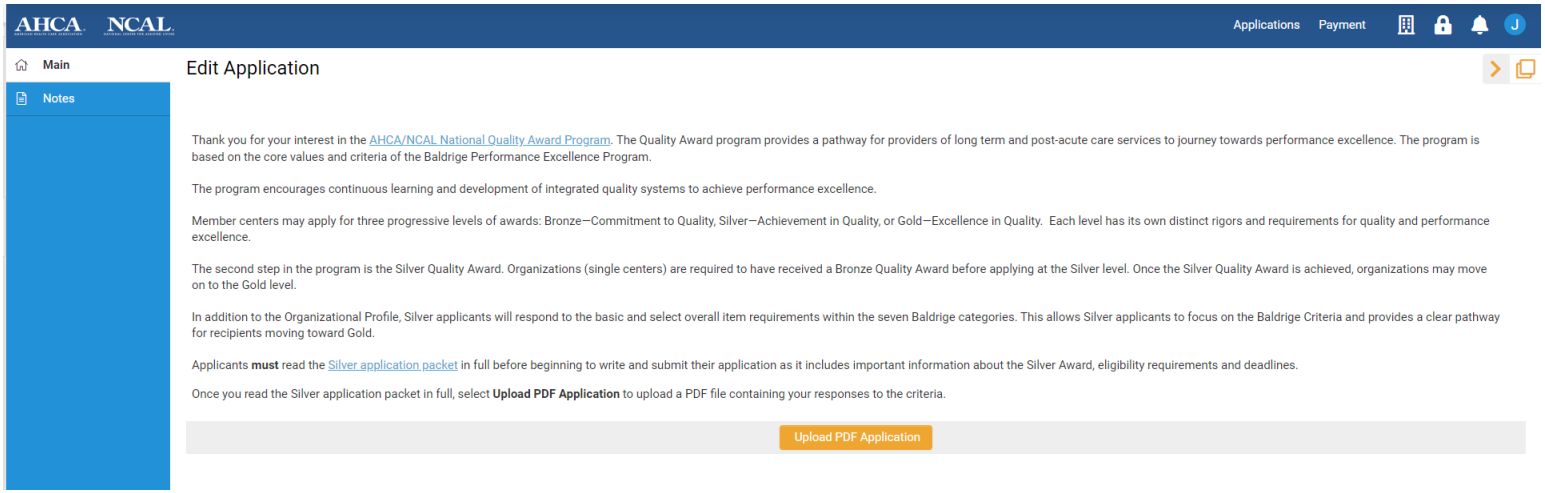
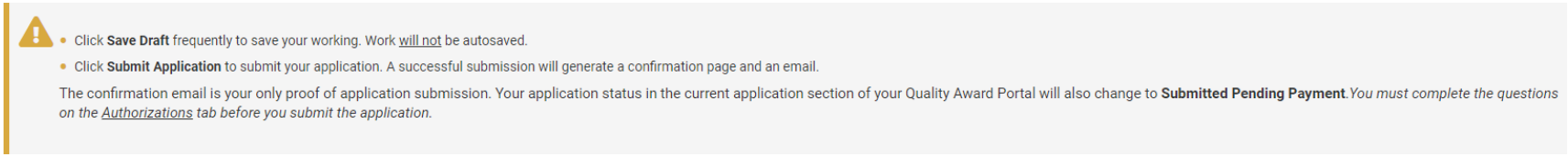
4. When you click **Apply** you will be brought to a welcome page. Remember that you must read the application packet in full before beginning to write and apply.



5. Read the instructions in grey box.



6. Upload your PDF application using the **Upload Application** button.
    1. Browse your files to locate your final PDF application submission
    2. Select the file from your computer
    3. Click Open to upload it.

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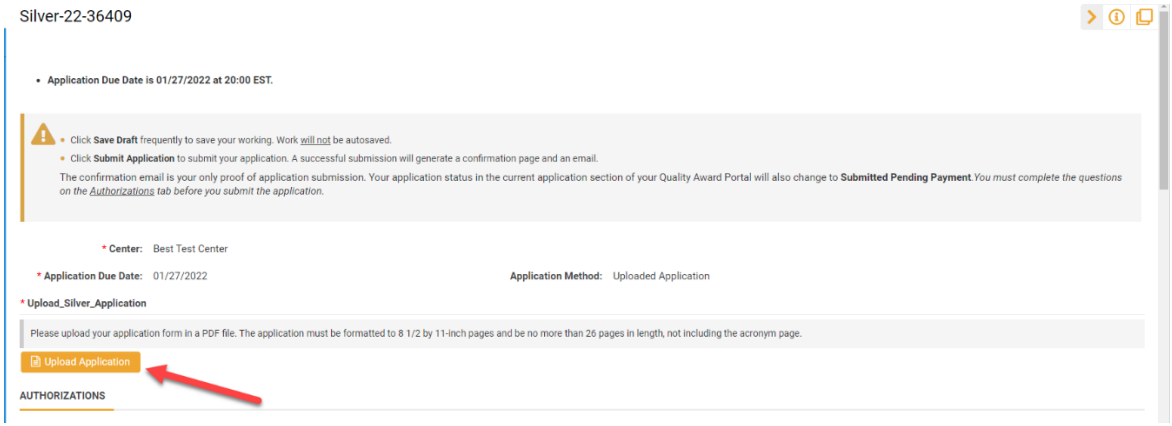
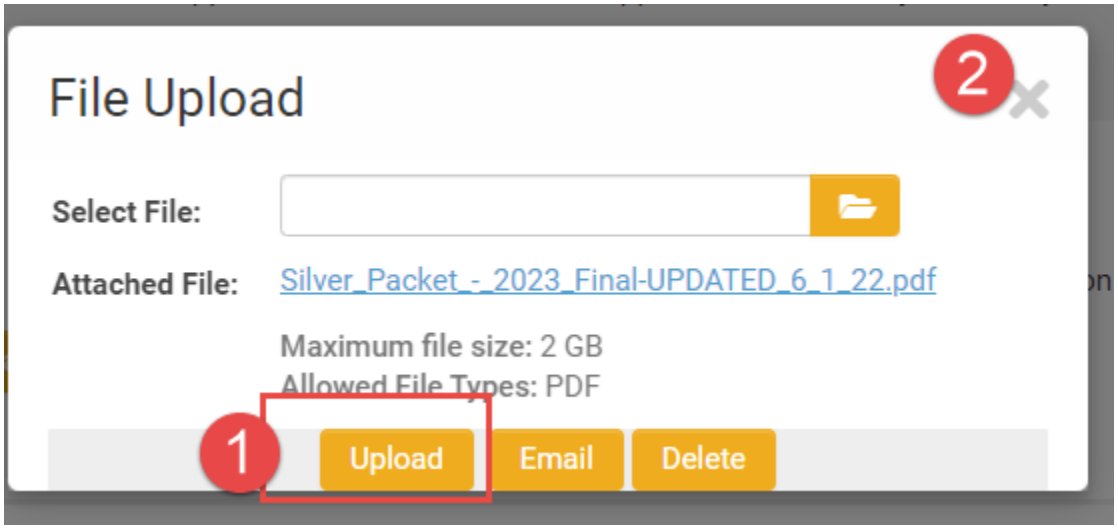
Note: you can only upload 1 file here, and it must be a PDF. Other file types are not accepted. If you upload the wrong document, you can upload the correct one in the same field, the system only saves the most recent upload.



Click **Upload**. Once the file is uploaded it will appear under **Attached File** in a blue hyperlink and you can click **Close** to return to the application form.



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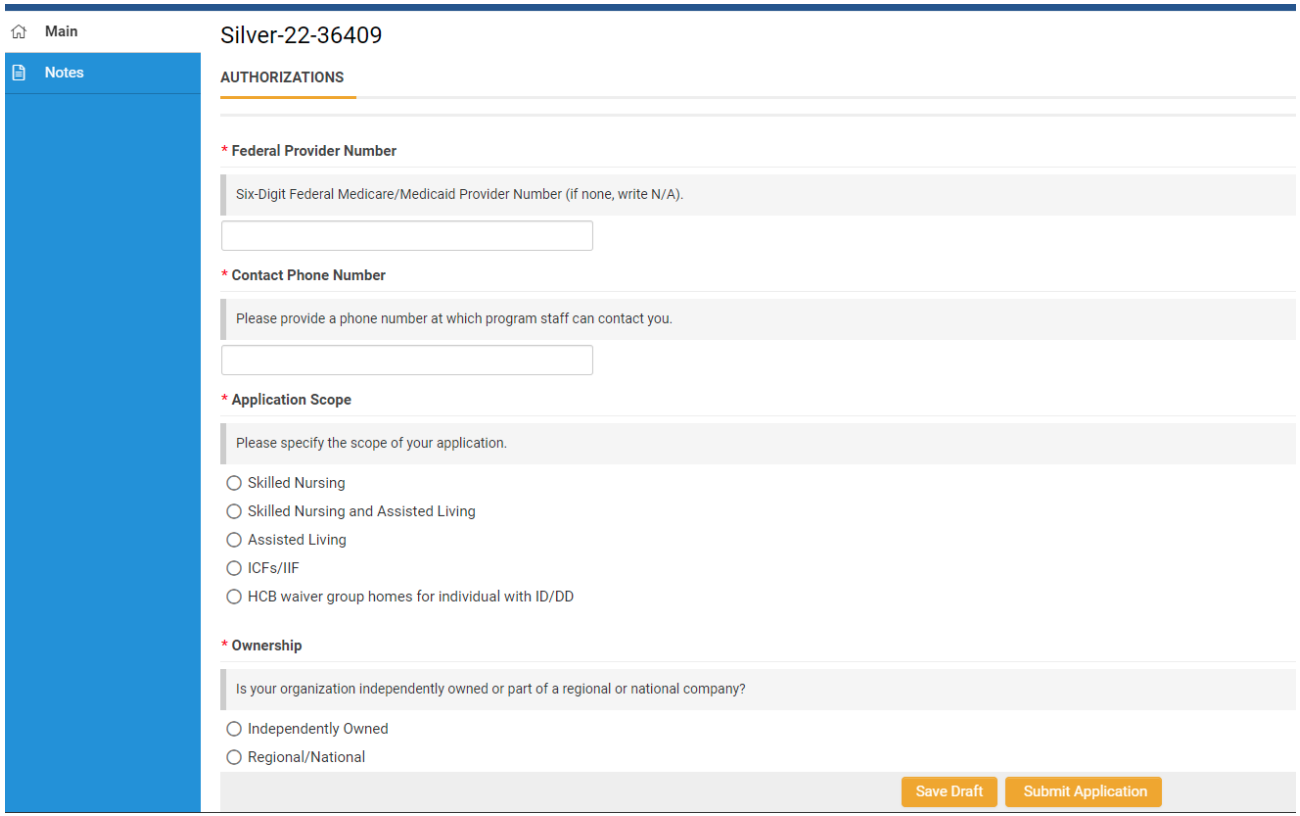
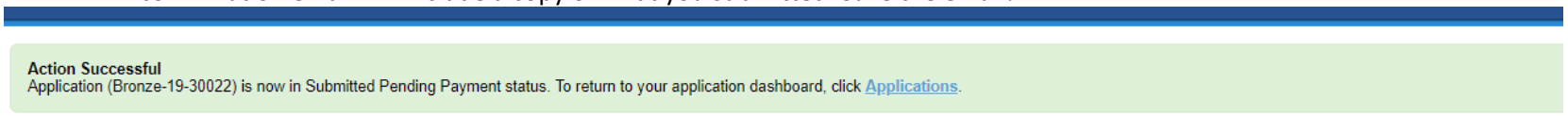
4. You must respond to the questions under **Authorizations** before you submit the application. These are located right below the application upload field.



5. Click **Submit Application.** A successful submission will generate a confirmation page and a confirmation email. The confirmation email will include a copy of what you submitted. Save the email!



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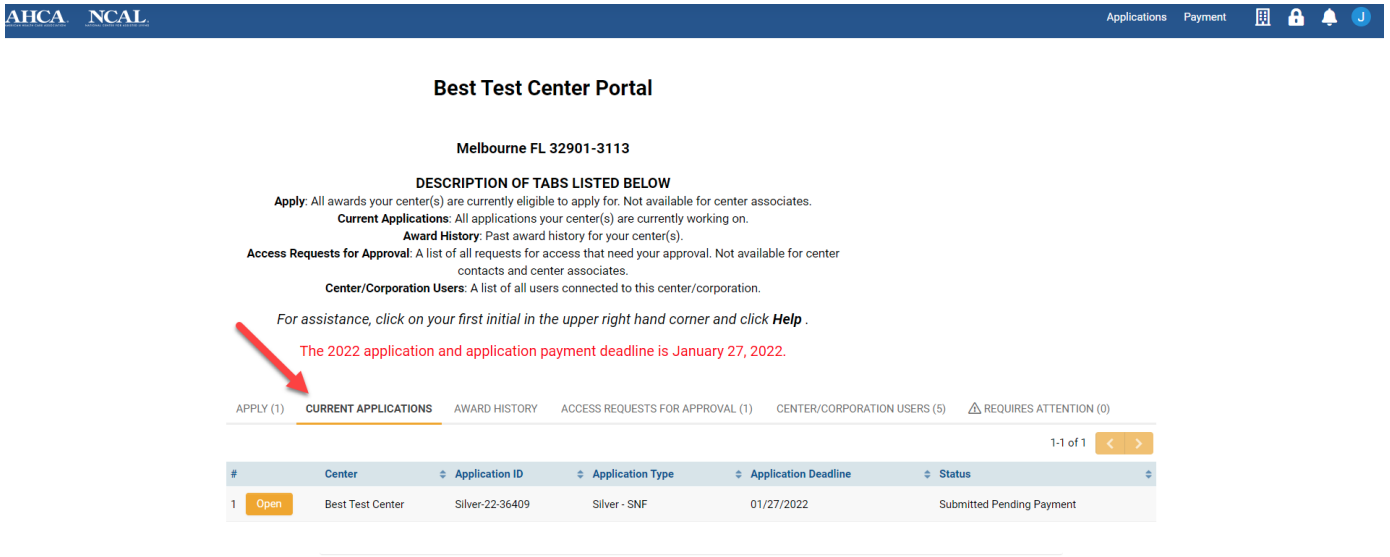
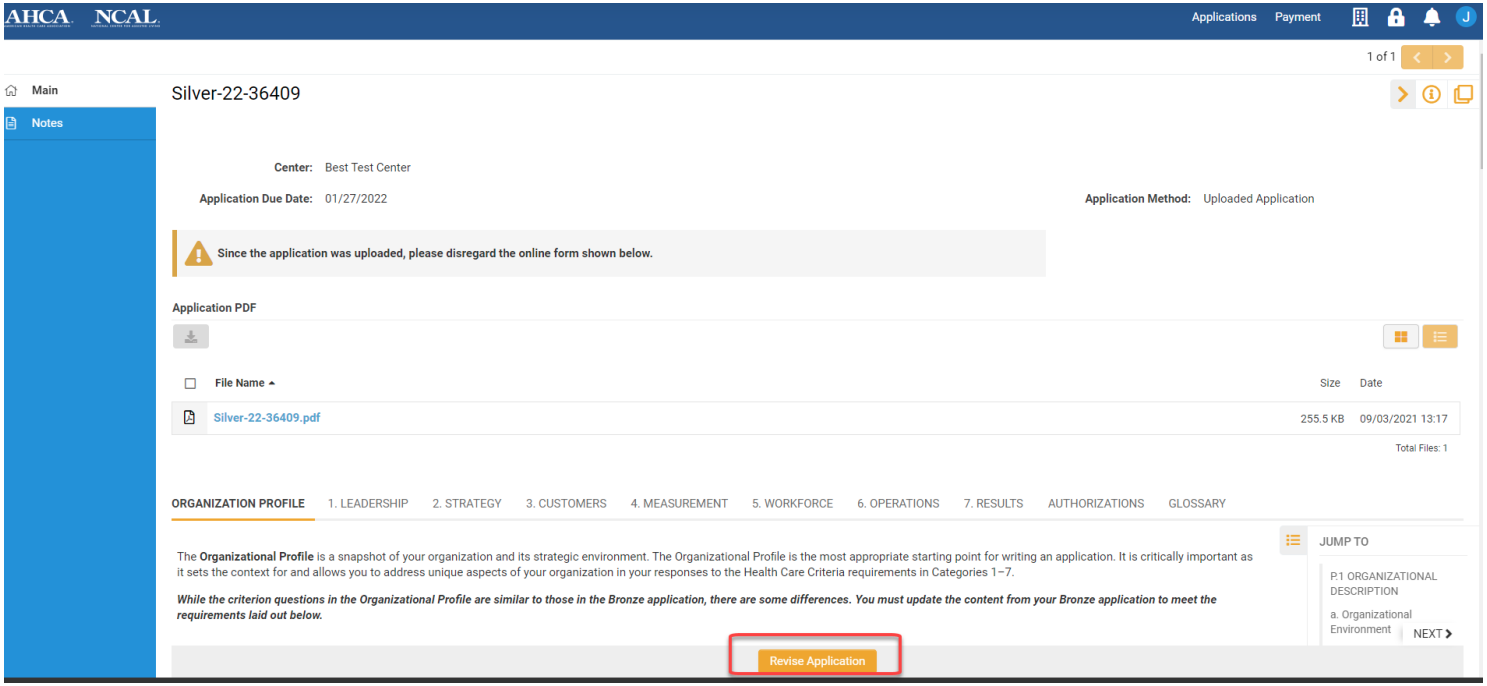
*Note the application will be in *Submitted Pending Payment* status until a payment is submitted. The confirmation email will also remind you to submit the payment before the deadline. If you have already submitted your payment, your application will be in *Submitted* status.

6. Under the **Current Applications** tab you can see a copy of this application. You can click **Open** to review your application.



At any time before the deadline, you can click **Revise Application** to revise your application. If you do this, remember the you **must** resubmit your application before the deadline for it to be reviewed.

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