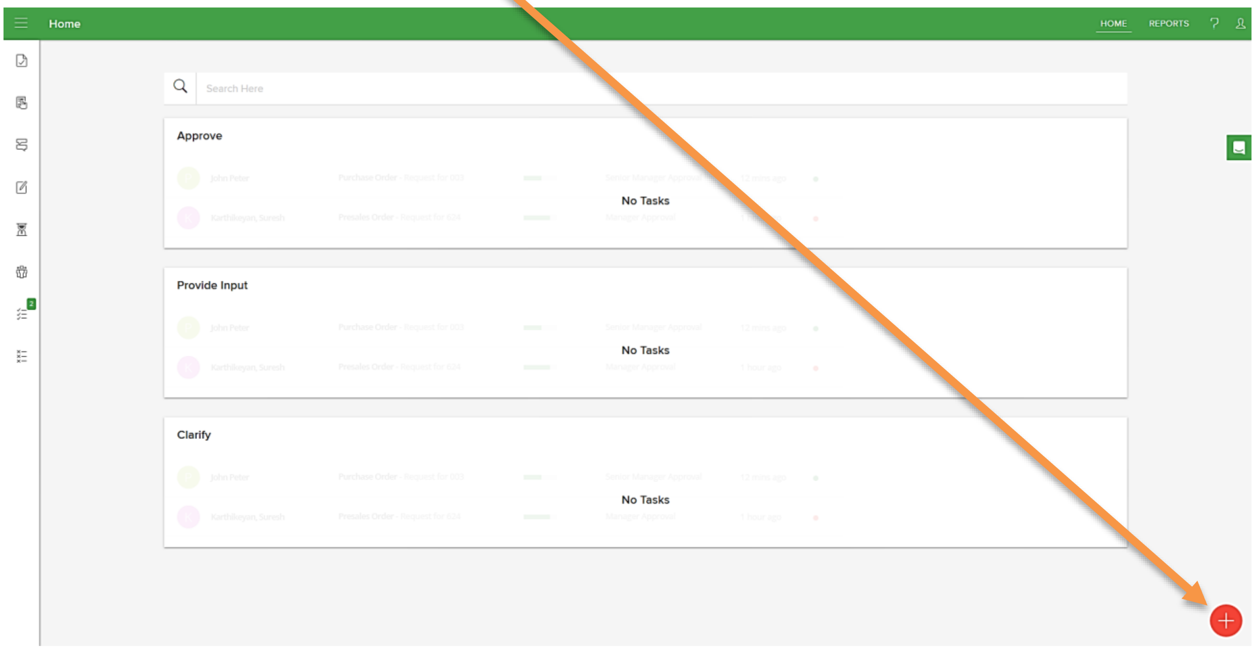
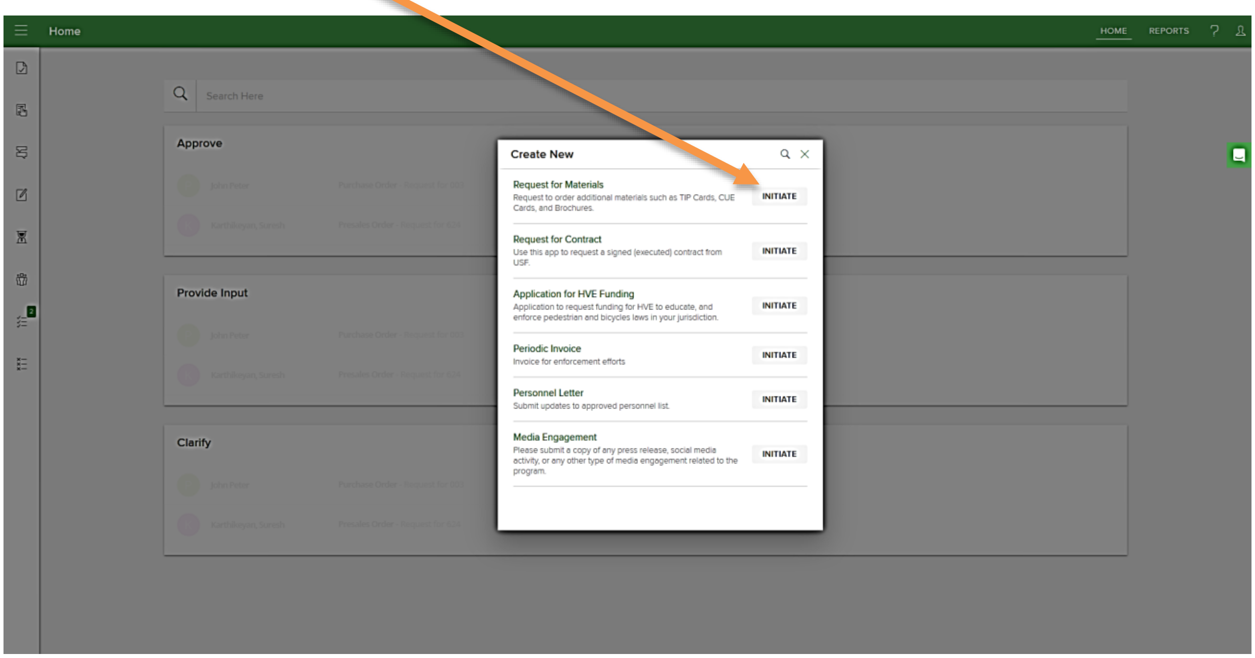
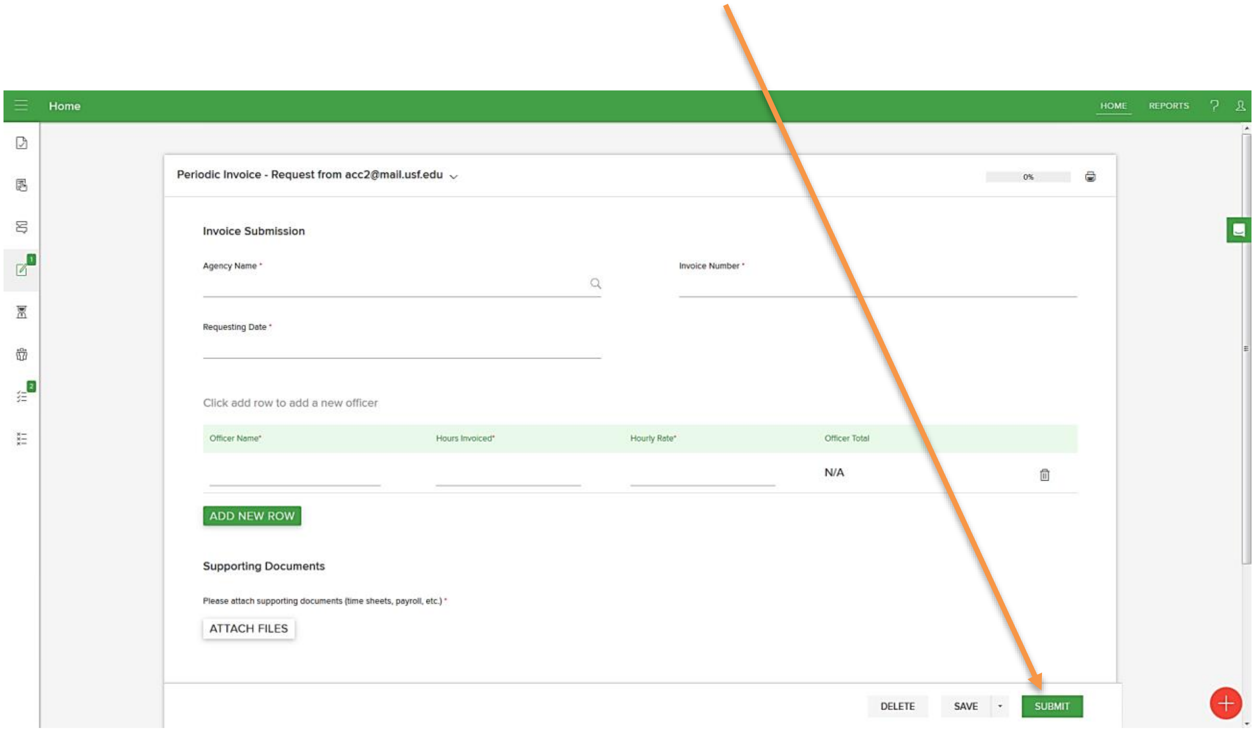
To start an Application, click the **RED** plus sign at the bottom right of your screen.



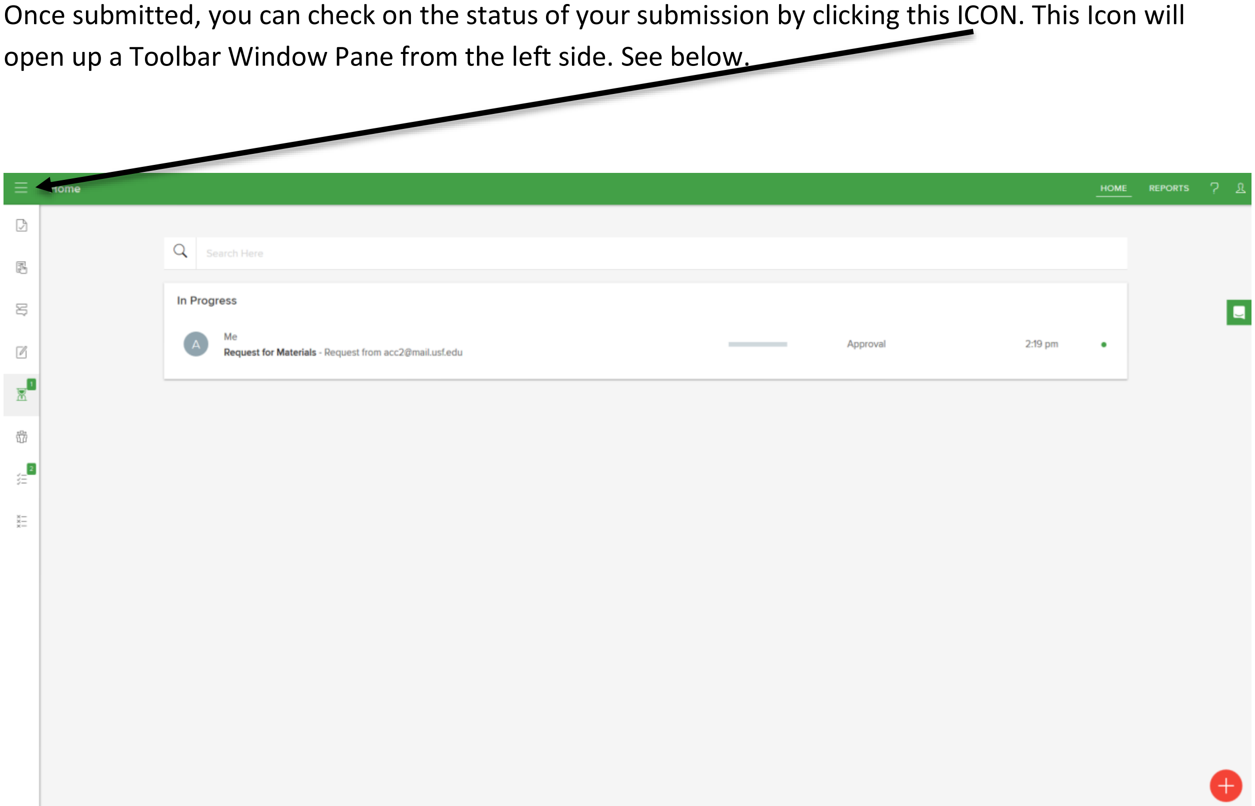
Next, click the “INITIATE” button next to the App you wish to begin.



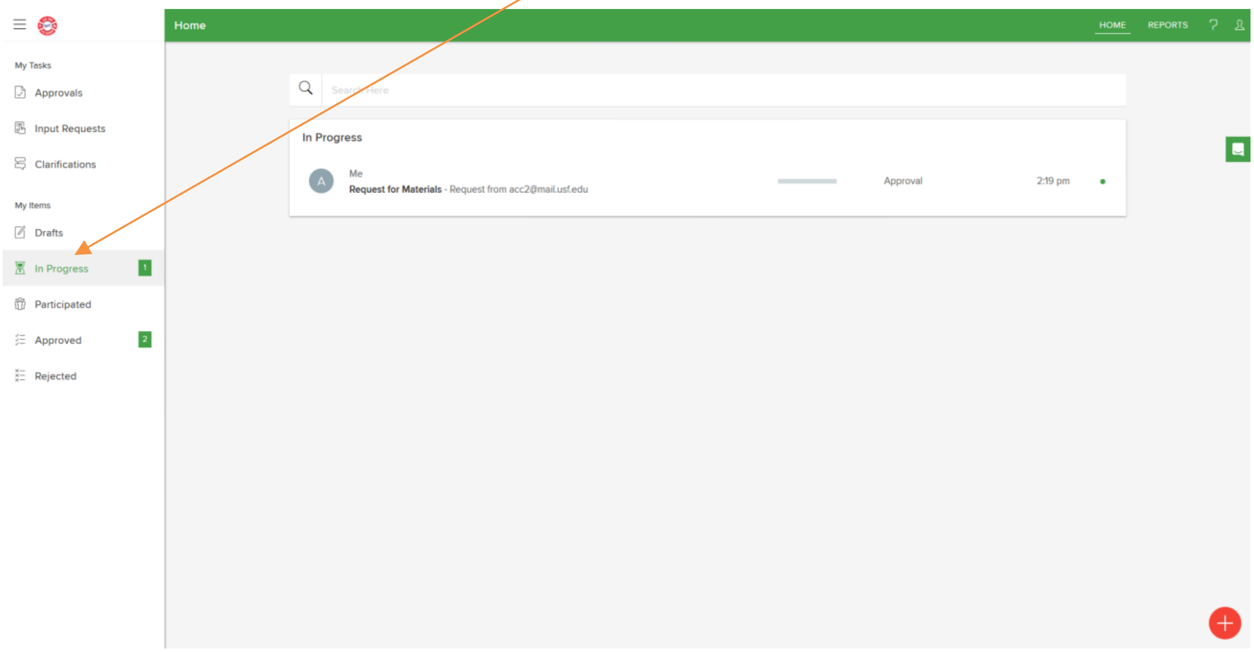
Fill out the form as instructed. When finished click the "SUBMIT" button at the bottom right of the page.



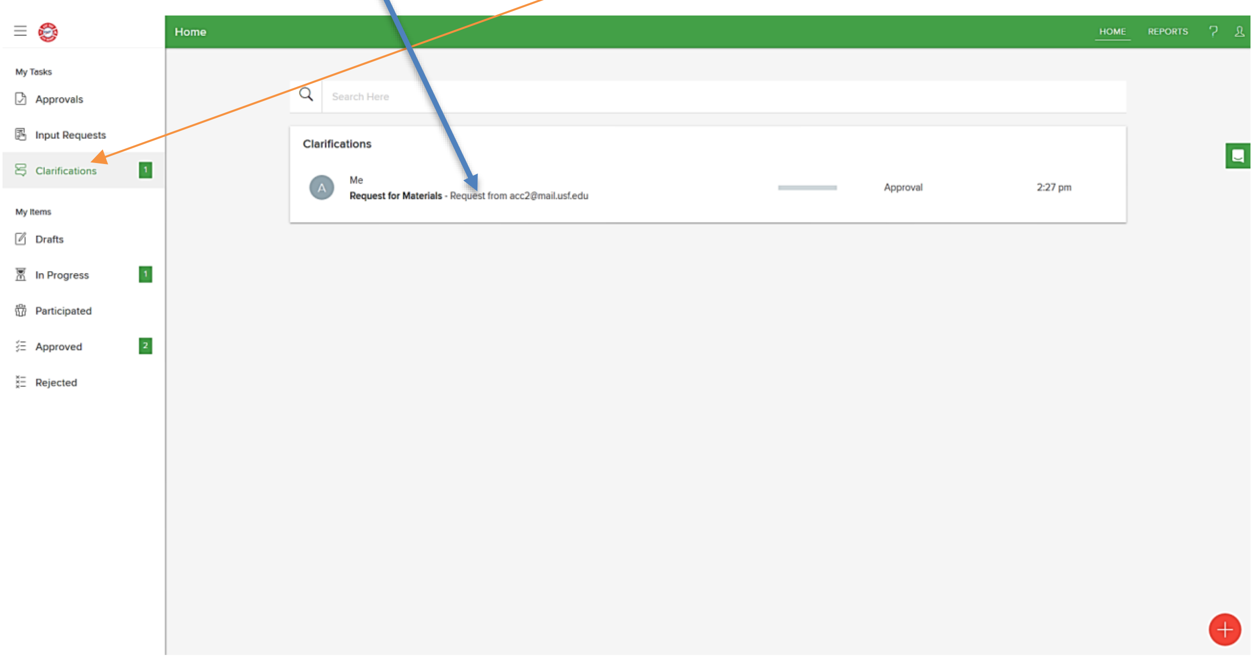
Once submitted, you can check on the status of your submission by clicking this ICON. This Icon will open up a Toolbar Window Pane from the left side. See below.



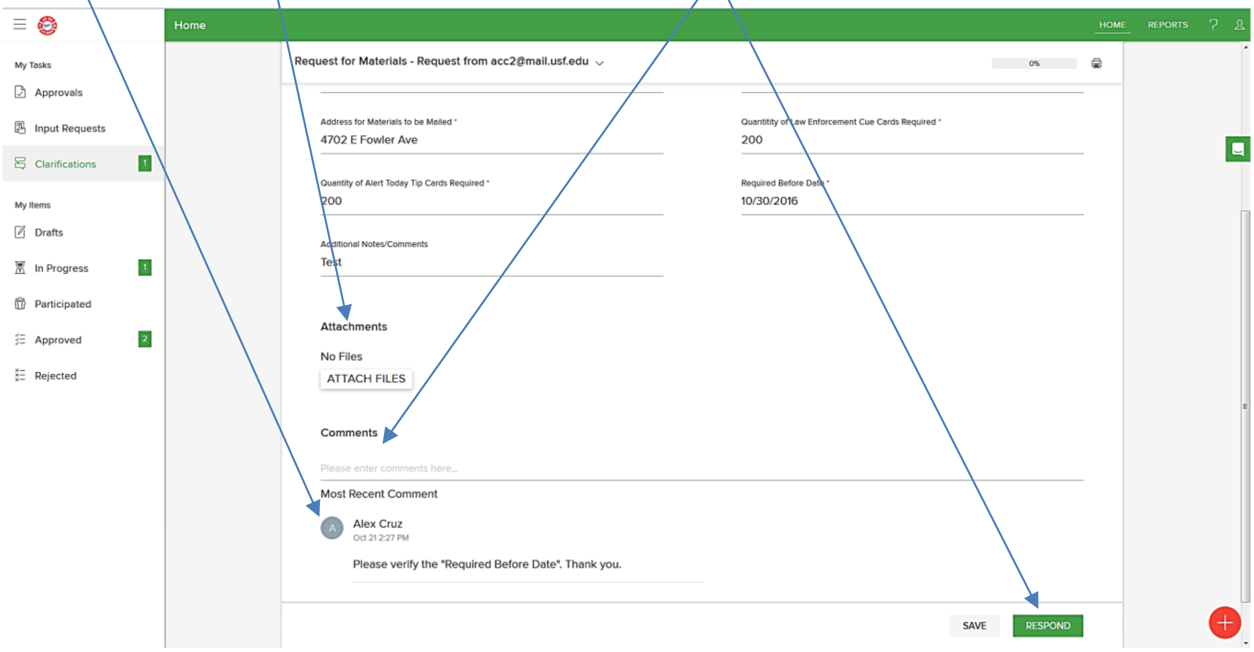
From here, you will be able to track a submission "In Progress" (hour glass icon), located here. You will be notified when your submission is Approved, Rejected, or if Clarification is required.



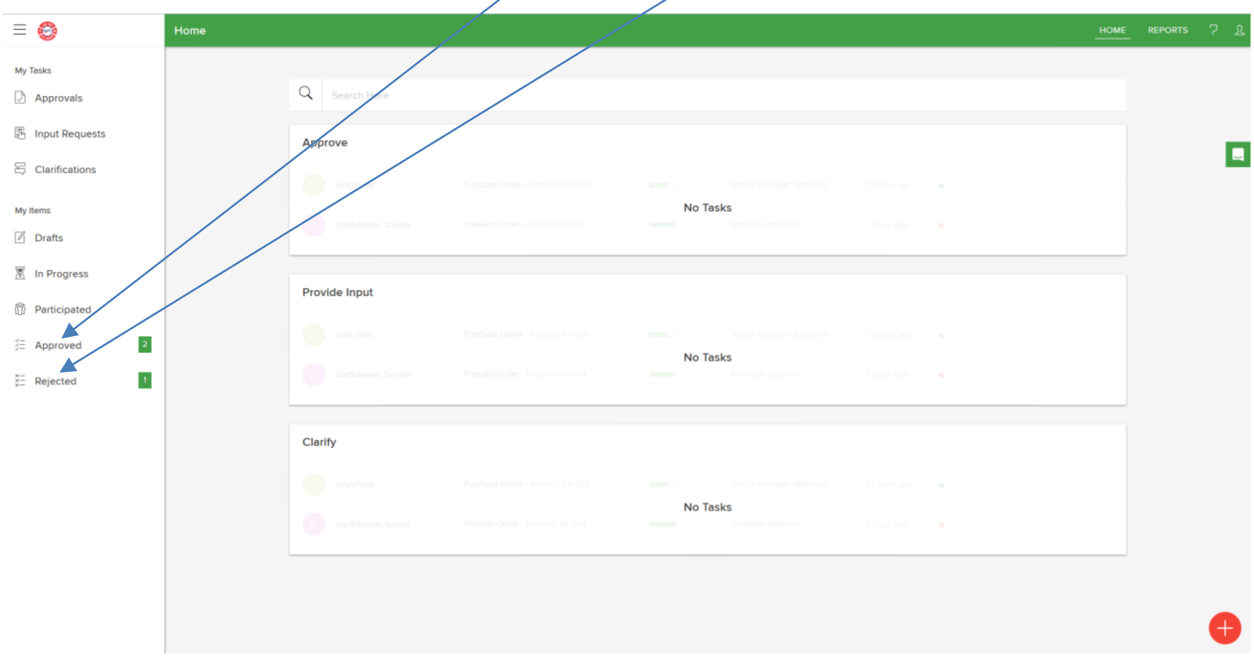
If questions arise or something else is needed to process your submission, clarification will be requested. You can see any outstanding Clarification requests by clicking the "Clarification" icon on the left toolbar. Then click on the email address from the Requestor to open the Clarification.



You will see the clarification request under the “Most Recent Comment” heading at the bottom of the page. To reply, type your comment into the box below the “Comments” heading, attach any requested files under the “Attachments” heading, and click the “Respond” button located at the bottom right of the page when ready to send.



You can view submissions that have been “Approved”, or “Rejected”, by selecting their respective buttons on the left toolbar.



To access KiSSFLOW's library of help videos, click the Question Mark Icon at the top right of the page.