the BPR

DEPARTMENT: MEMBERSHIP
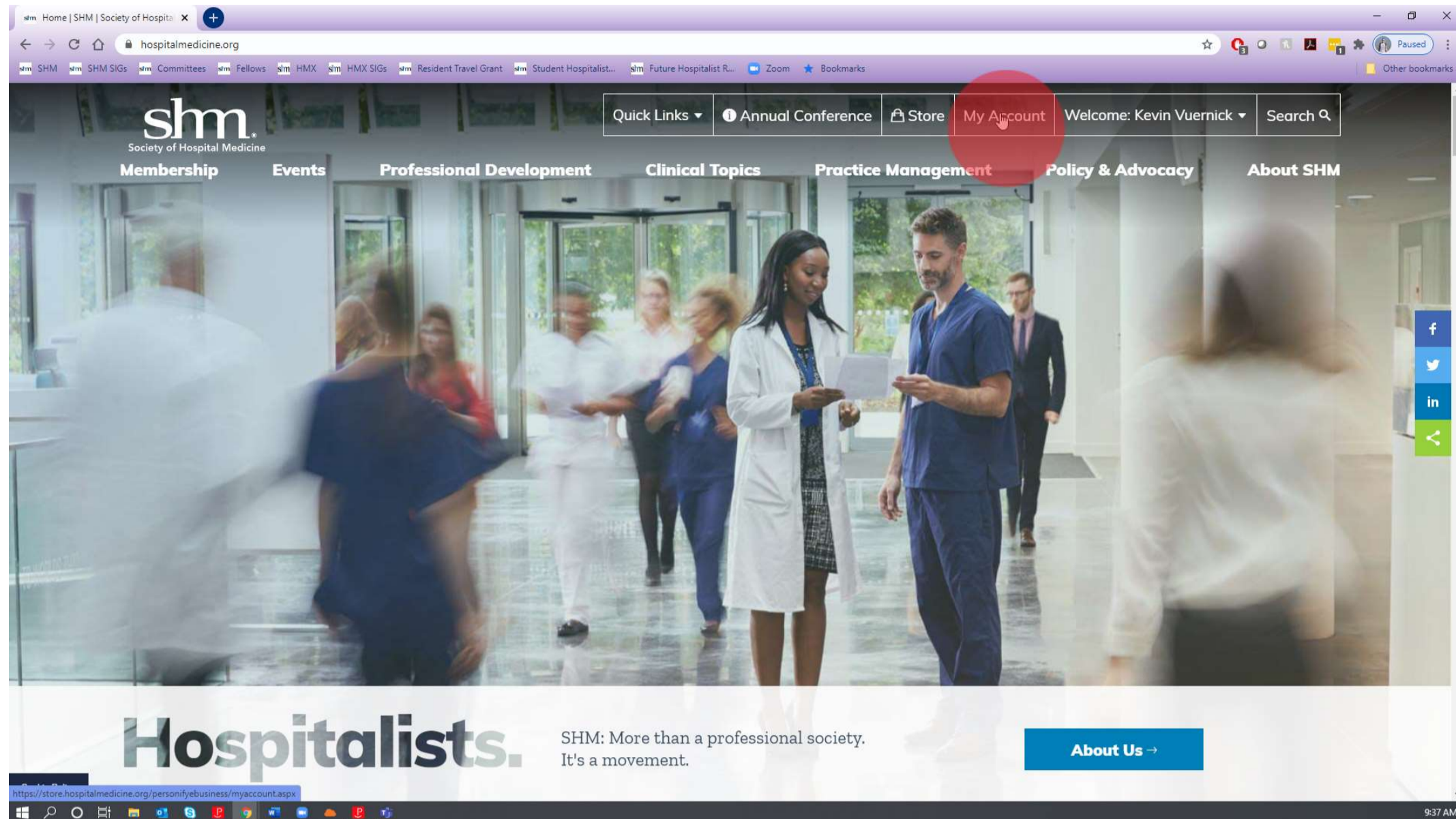**DESCRIPTION & PURPOSE: RESUME A COMMITTEE NOMINATION ON THE WEB**
OWNER: WEB
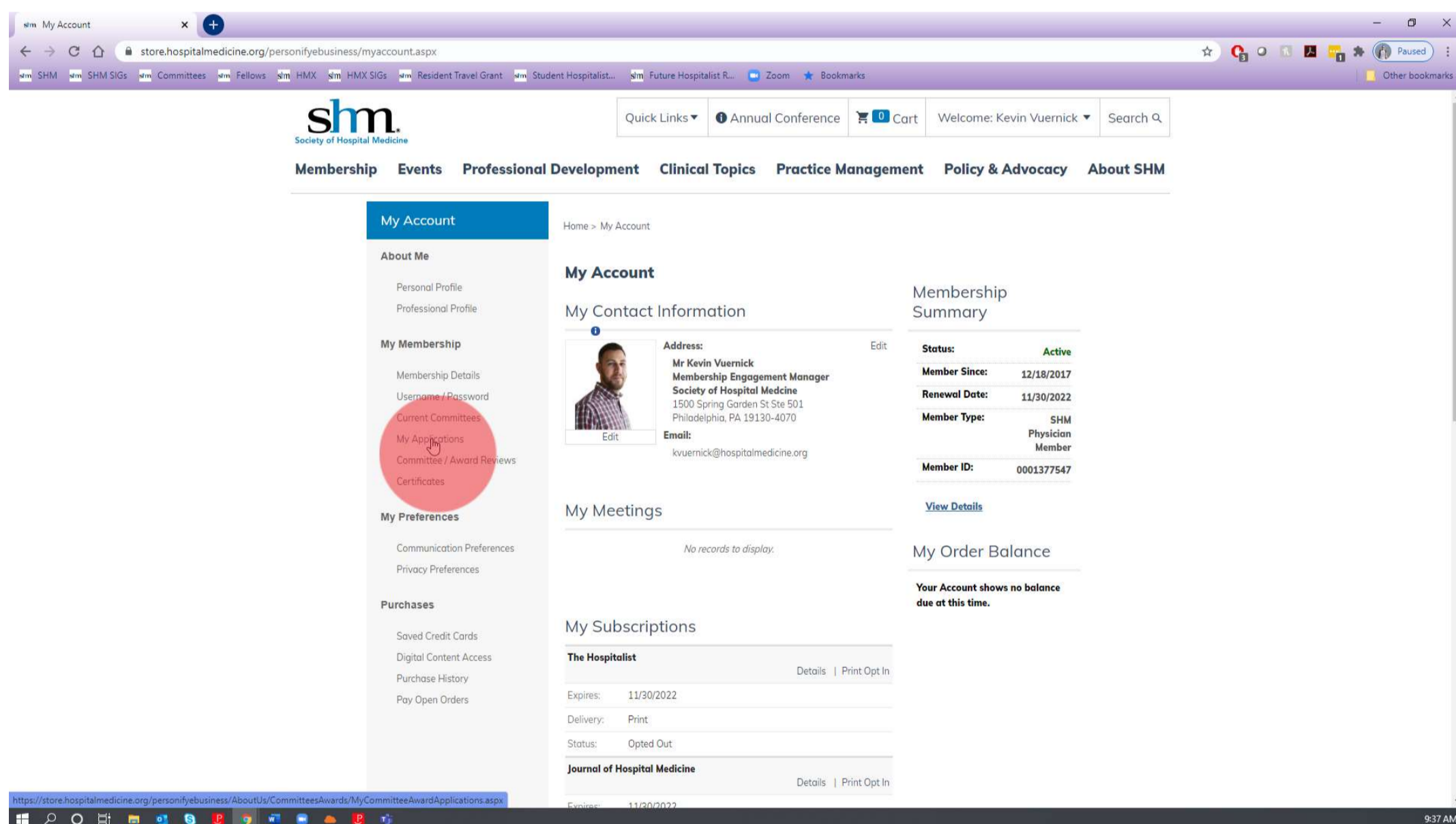**NUMBER OF STEPS IN PROCESS: 10**
PAGE COUNT: 6

1. Go to SHM's homepage. Make sure you are logged in and click on "My Account" in the toolbar

2. On the left-hand side navigation scroll to and click on "My Applications"

3. You should see here your application saved as a draft. Click on "Edit"

4. This should open your application and again click on "Edit" next to the "Content & Materials" heading

5. Once you have completed the application either click "Save as draft" or "Next" where you will continue the process
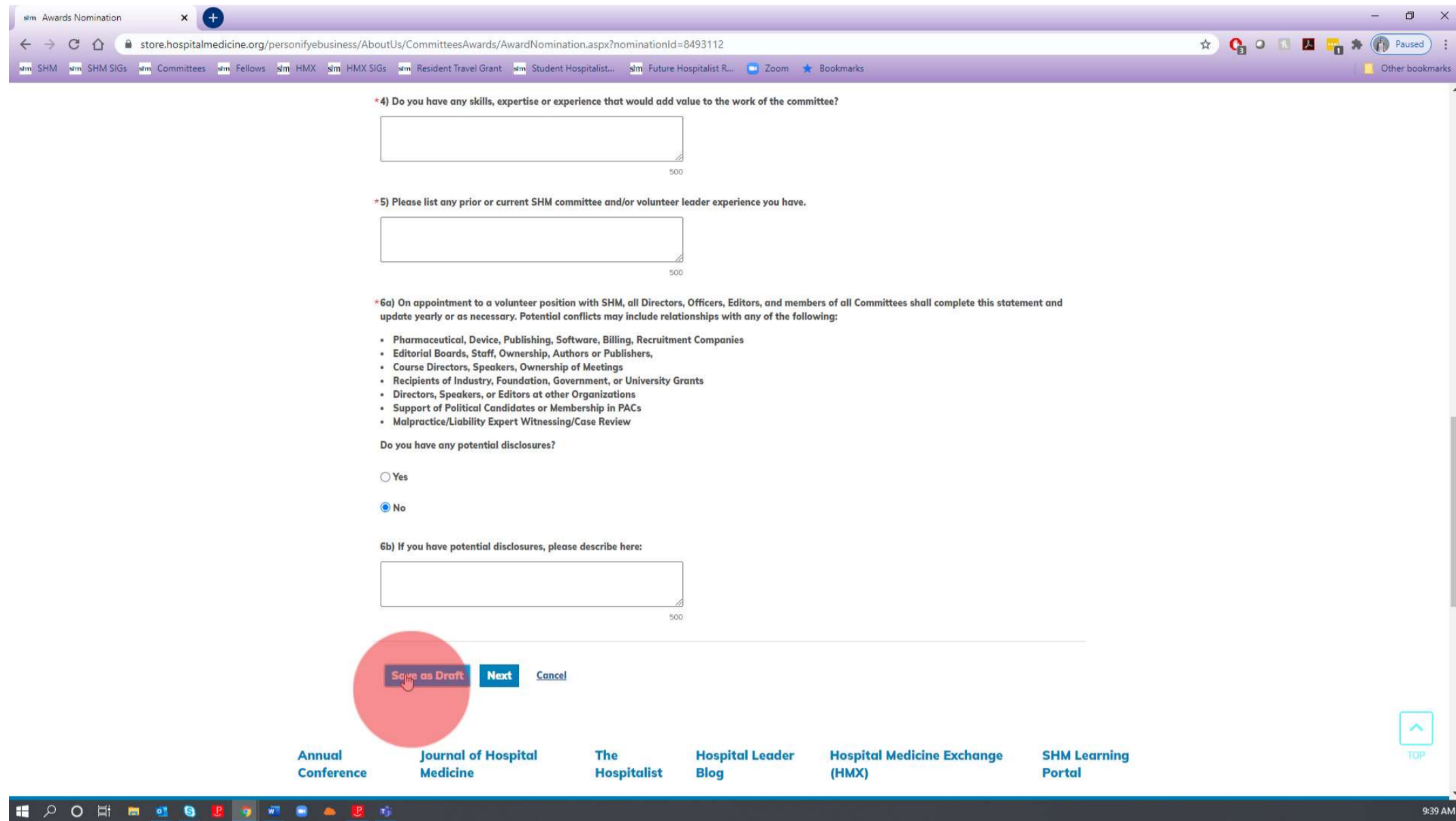
6. If at any point you choose to save your application as a draft you will get a reminder that the application period closes on 11/15/2020
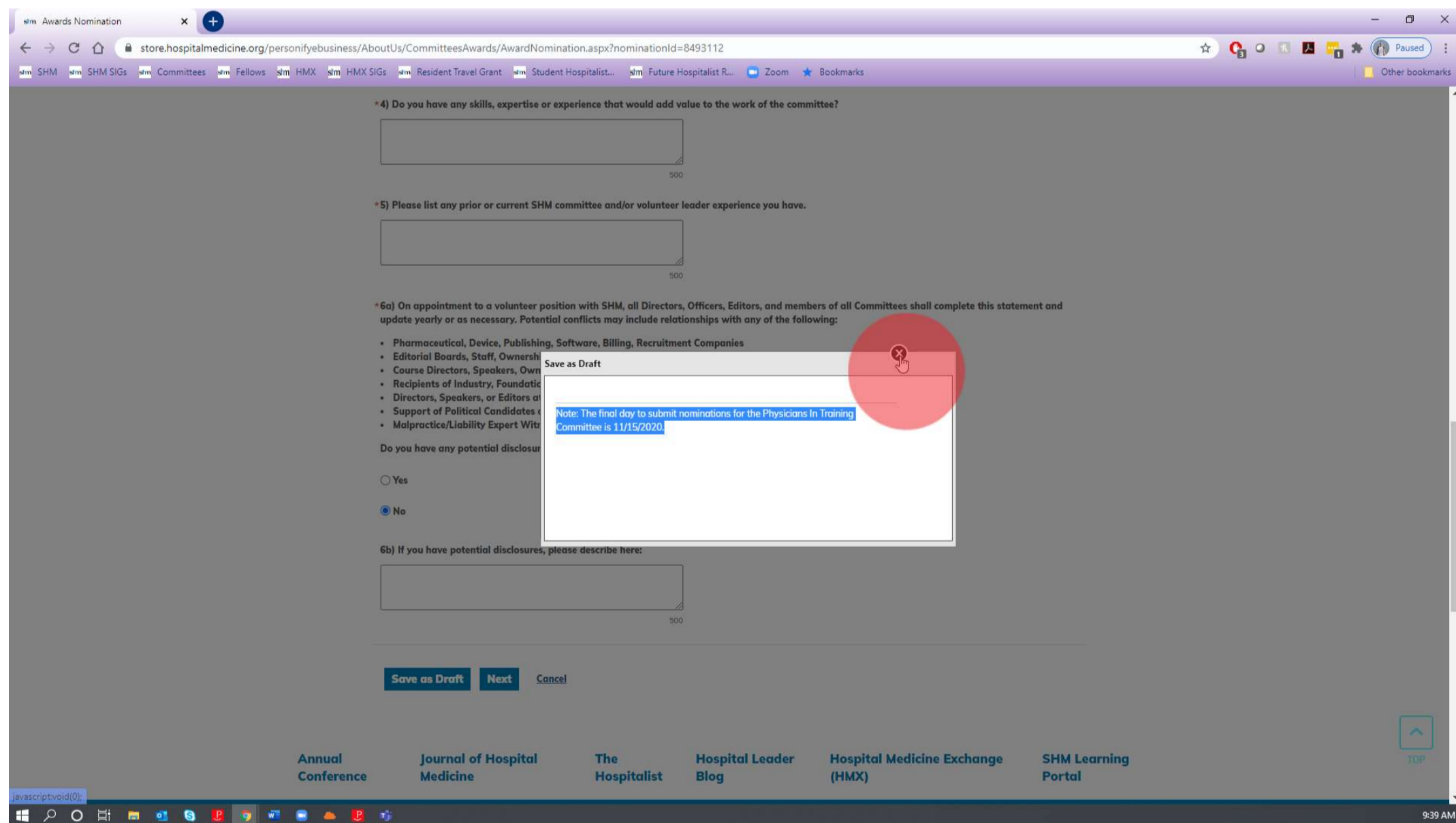
7. If you continue the the process you will be directed to upload your resume then click "Next"

8. Review your application for accuracy and when ready click "Submit Final"

9. Once you have finished the application a pop-up will notify you that you that the application has been submitted and you can select to apply for another committee
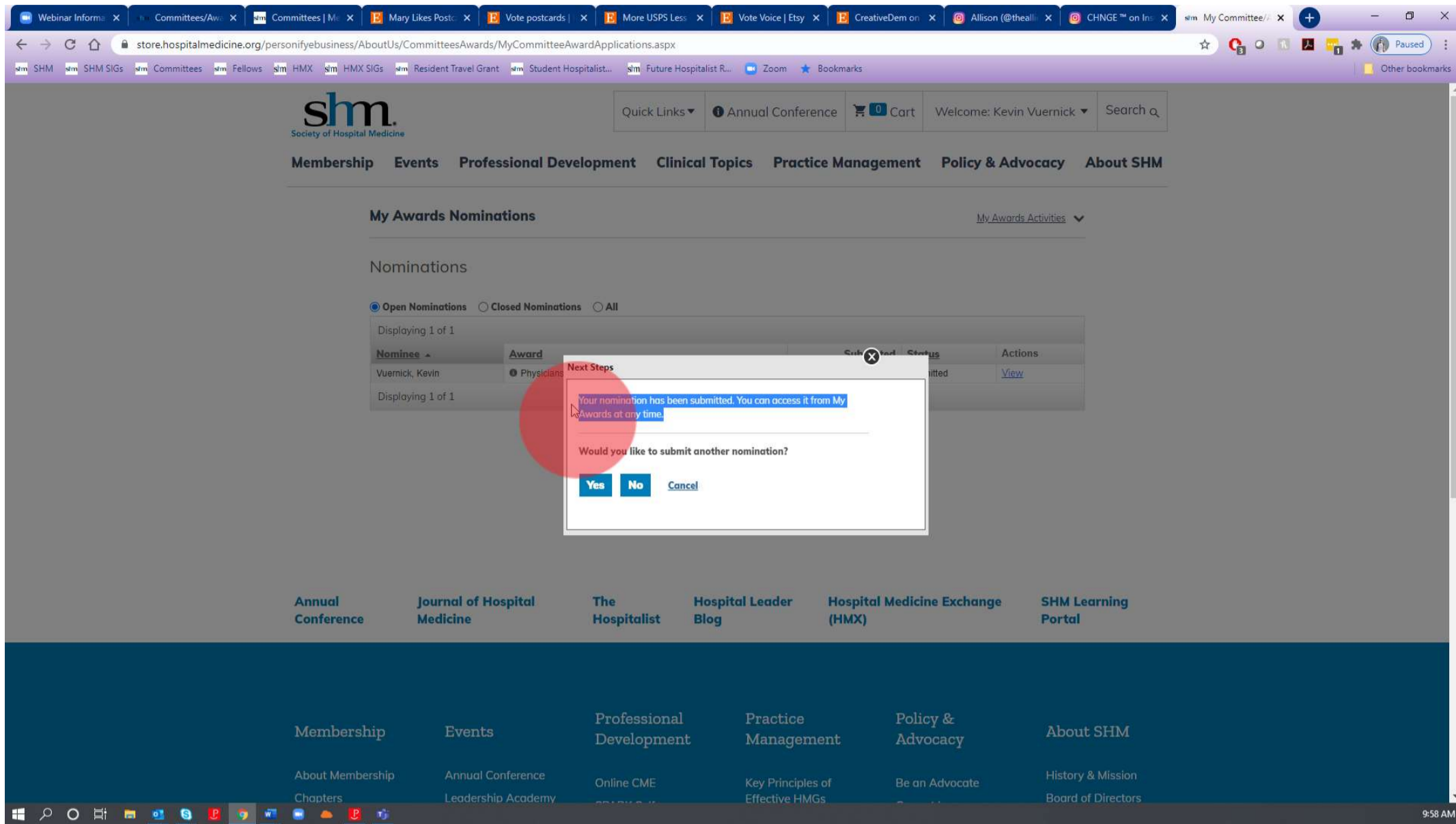
10. Either Choose Yes (repeat all steps) or No (You are finished!)