

## Registering your account

- A) **First time** – click to Register Now. Enter your email, password, name & number and click to register. You will receive a confirmation email to validate your registration.
- B) **Already have an account** – Enter your username and password and click Log In.
- C) **Forgot your password** – Click forgot my password link receive an email with link to create new password.

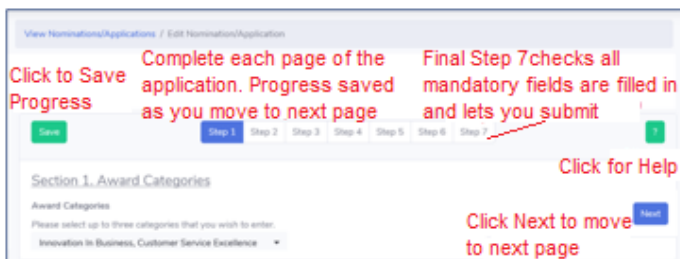
## Nominating a company for a Business Award

- 1) Click on the Nomination form 2019.
- 2) Read instructions and click Start
- 3) Fill in the details of the company you are nominating. Select 1, 2 or 3 business categories for the company
- 4) Move to Step 2 and click to Submit your nomination
- 5) To nominate another company you click or to start an application click “Add New Nomination / Application” button.



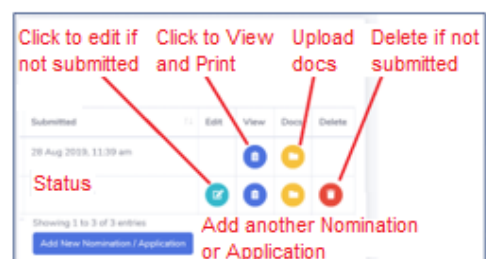
## Applying for a Business Award

- 1) Click on the Business Awards Application form 2019
- 2) Read instructions and click Start
- 3) Fill out the application form for your company. On Step 1 select 1, 2 or 3 business categories for your company. You can save and log back in as often as you like
- 4) When you click on Step 7 it will check you have all the mandatory fields filled in. You can submit your application and you will receive a confirmation.
- 5) You are then prompted to upload your documents – your logo and 3 business images.



How the application works

Moving between steps saves your progress



What you can do with your application when you log in