



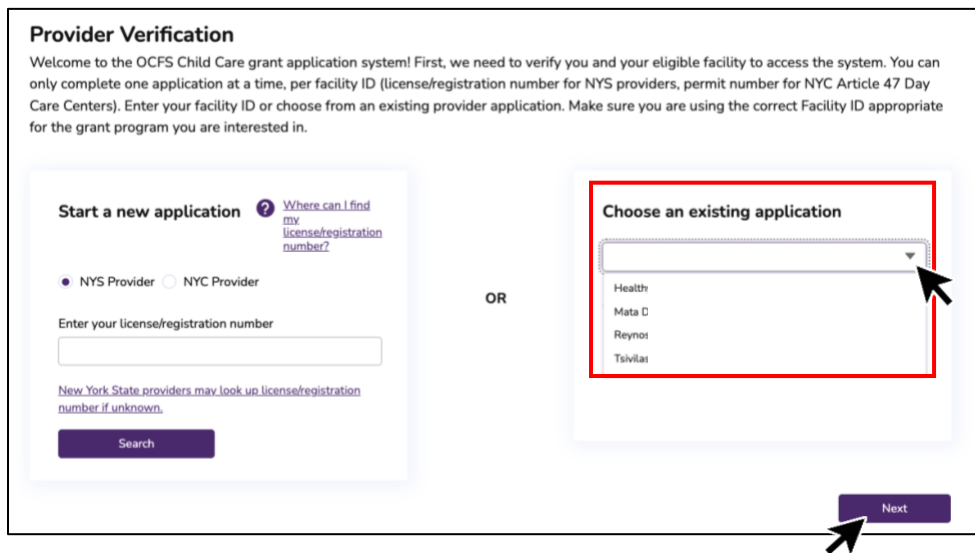
How to access an existing application

This user guide shows how to access a saved or submitted application in the child care deserts grant application portal.

- [Choose an existing application](#)
- [Continue a saved application](#)
- [View a submitted application](#)
- [Withdraw a submitted application](#)

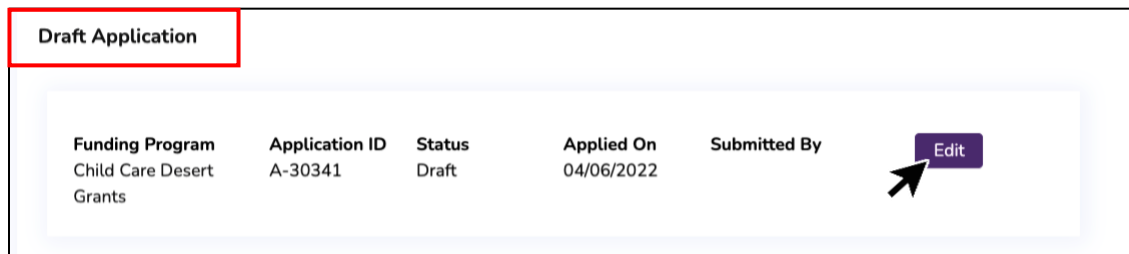
Choose an Existing Application

1. On the child care deserts grant Home, **click on the drop down menu** for choose an existing application.
2. **Click on the application** in the list to select it and **click on the Next** button.



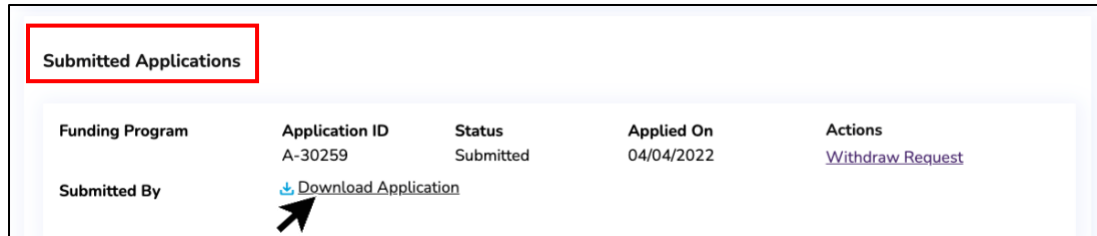
Continue a saved application

1. Locate the *Child Care Deserts Grants* draft application on the facility homepage
2. **Click on the Edit** button to continue working on the application.



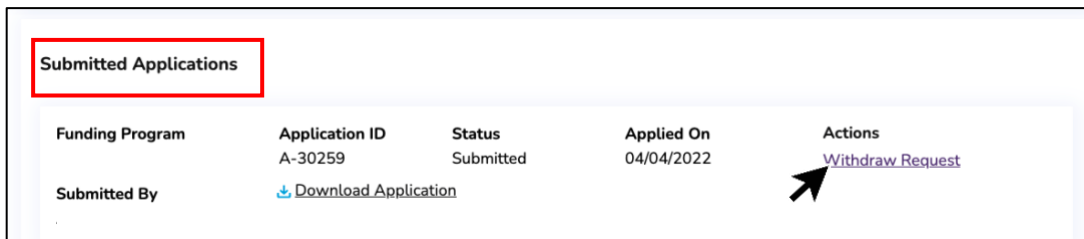
View a submitted application

1. Locate the **Submitted Applications** area on the facility homepage.
 - **Click on the Download Application** link to open a PDF of the complete submitted application. From here you can save or print the application.

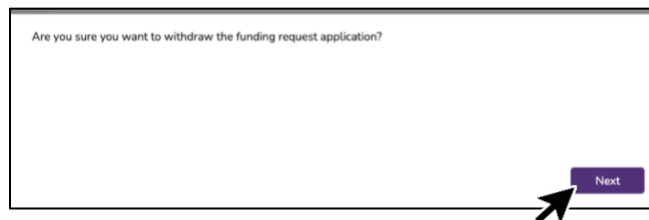


Withdraw a submitted application

1. In the event you need to withdraw a submitted grant application, **click on the Withdraw Request** link under actions.



2. **Click next** on the prompt, "are you sure you want to withdraw the funding request application?"



3. **Click next** on the confirmation, "Your information has been updated successfully." The Submitted Applications status will now appear as *Withdrawn*.

