

AAA 1-B Submitter FAQ

Tutorial Video:

<https://www.loom.com/share/3325a15be6494633a80e80aad56bca65>

Where do I apply?

- Visit <https://areaagencyonaging.submittable.com/submit> to begin your application. Applicants must sign up and create a Submittable account to apply.
- **To submit an application, you will need to create a Submittable account.** If you are experiencing difficulties, please visit the following link for directions on [How to submit](#). All you need is an email and password to create your account, it's that simple. [Visit this page for help or questions about using submittable.](#)
- Once you start **your** application in Submittable, you will be able to save your draft and return to your saved draft at a later point in time. [How do I return to a saved draft?](#)
- **Supported internet browsers include:** Google Chrome, Apple Safari, & Mozilla Firefox.
- If you have any technical issues, please contact Submittable through the following link: [Submittable technical support](#)

How do I sign into my Submittable account?

- You can sign in to your Submittable account at manager.submittable.com/login. If you've lost or forgotten your password, [follow the instructions here](#). Additionally, you can also login and access the AAA1-B application by navigating directly to <https://areaagencyonaging.submittable.com/submit>

How do I apply?

- **Navigate to:** <https://areaagencyonaging.submittable.com/submit>. You will be prompted to sign up or sign into your Submittable account. Once you are signed up/into your account, you will scroll down to the Area Agency on Aging 1-B RFP Application for Older Americans Act Title III/State Funds and click "Submit".
- A draft of your application will automatically save every few minutes. If you exit the application before completing it, your previous answers will be saved. To view your draft and continue working on your application, return to the [Application page](#), sign in to your Submittable account, click Saved Drafts, and choose Continue.
- Once you've submitted your application, you'll receive a confirmation email from AAA 1-B. Please be sure the email address you used to sign up for your Submittable account is one that you check regularly.

- You can always send any technical questions to:
<https://www.submittable.com/help/submitter/>

Where is my submission draft?

- To view your submission draft and continue working on your application, sign into your account at manager.submittable.com/login, click Saved Drafts, and choose “Continue”.
[How do I return to a saved draft?](#)

Will I receive notification that my application is Received?

- Yes, you will receive an email confirmation from notifications@email.submittable.com once your application is submitted. To ensure you don't miss any critical messages, we recommend that you enable [safelist notifications](#).

How do I withdraw my submission?

- Submitters can withdraw an active submission at any time. To withdraw an active submission, [follow the steps found here](#).

How do I get technical assistance and how can I find out more information?

- If you need technical assistance, you can complete the form below 24 hours a day, 7 days a week. Submittable's Customer Support team is available and will respond to inquiries Monday through Friday, 6 a.m. Pacific Standard Time (PST) to 4 p.m. PST.
<https://www.submittable.com/help/submitter/>

Can I delete my Submittable account?

- Yes, Submittable is committed to protecting data security and privacy, and that includes our full compliance with the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA).
- To proceed with a request to delete your personal Submittable account, please [fill out this form](#). You will be notified of progress as the various steps are taken to remove your information from our system.