

## How to Navigate Your Submittable Account

### What is it?

Submittable is the chosen platform for gathering grant applications for the City of Missoula Community Development grant programs, facilitating communication, evaluation, and the management of the decision-making process.

### Create an Account

If you don't already have one, the first thing you'll need to do is [create an account](#). Once you've created an account, signing back in is simple. Just remember the email and password you used to create your account, and sign in [here](#) anytime

### How do I navigate this page?

**Your Profile:** This is the section for updating email addresses and contact information. Please ensure that you add the @submittable.com email domain to your safe list. All communications will be originating from the Submittable platform, so it's essential to safelist the email domain, @submittable.com.

**My Submissions:** This is where your grant application(s) all will live.

### What are my Submission Details:

ACTIVITY	MESSAGES	REVIEWS	FORMS	NOTE	AWARDS & PAYMENTS

The **Activity** tab will show any activity associated with that submission, such as any status changes or message notifications.

The **Messages** tab will contain a record of messages that have been sent between you and the organization. You can also send a message to the organization, if they've enabled Messaging.

The **Reviews** tab allows organizations to communicate feedback regarding your application and outline any necessary follow-up actions.

The **Forms** tab will show the content of your original submission, plus any additional forms that have been sent to you in association with your initial submission.

The **Notes** tab enables submitters to make notes to themselves regarding each submission. Please note: the Notes tab is not a communication tool; nothing that a submitter writes here will be seen by the organization.

The **Awards and Payments** tab displays all awards you have received from your submission.

### Additional Resources:

[How to Safe-list Notifications from Submittable](#)

[How to manage your submissions.](#)

[Awards and Payments](#)