

INSTRUCTIONS FOR APPLYING FOR AN AWARD

In addition to completing the Annual Reporting Form, we encourage all Partners to [apply for an award](#). Applying for an award lets us know which [SEC program requirements](#) in the three life cycle phases—Purchasing , Operations & Maintenance, and End-of-Life Management – that you’ve completed, and allows us to recognize you for your SEC program accomplishments!

There are three award levels – bronze, silver, and gold – depending on how many life cycle phases you’ve completed. For example, if you’ve completed the SEC program requirements for Purchasing and End-of-Life, you’re eligible for a Silver Award. If you’ve completed all program requirements for just Purchasing, you’re eligible for a Bronze Award. Or, why not go for the Gold Award by completing Operations & Maintenance too! **Remember that you can claim credit for activities you completed before joining the SEC.**

To apply for an award, follow these steps:

- 1) **Ensure eligibility.** Did you complete all [program requirements](#) for at least one life cycle phase? If yes and you submitted an Annual Reporting Form, your organization is eligible for an award.
- 2) **Complete the Application for Recognition.** This form mirrors the program requirements checklist, but allows Partners to provide explanatory text and upload documents that demonstrate completion of the program requirements.
 - a. Go to the [Apply for Award](#) Web page. Click on “online” in the first paragraph. This will take you to the Partner Log In page.
 - b. Log into your Partner Account.
 - c. In your Partner Account select option to Apply for Award. This will bring you back to the Apply for Award Web page.
 - d. Scroll down to “Submit the Award Application” and click on “online.”
 - e. Follow the instructions on the top of the Application for Recognition page. Note that you can start the application and save it for completion later by hitting the “Save data” button at the bottom of the page.
 - i. Select award level based on how many life cycle phases you’ve completed:
 - 1 life cycle phase = bronze
 - 2 life cycle phases = silver
 - 3 life cycle phases = gold
 - i. Check off which life cycle phases you’ve completed.
 - ii. For each program requirement completed, provide a narrative description of your activities or upload an explanatory document.

If you have any questions, contact us at info@stateelectronicschallenge.net.