









# Providing updates to an application

I have been asked to provide more information on my application.

I want to update it.

## Reading the email

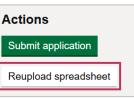
If you have been asked to provide more information for your application, you will receive an email from the local authority.

• Read the email carefully so that you know what you need to change in your application.

#### Reloading the spreadsheet

If you need to update information on the spreadsheet:

- 1. Open your application spreadsheet.
- 2. Update the information.
- 3. Save and close your spreadsheet.
- 4. Sign in to West Midlands Placement Portal (WMPP). Your application is displayed.
- 5. Click the **Reupload spreadsheet** button in the **Actions** panel.
- 6. Click **Choose File**.
- 7. Browse to the file and select it.
- Click Continue.



### **Updating documents**

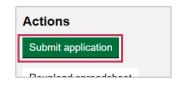
If you need to replace your documents:

- 1. Click **Update**.
- 2. Click Choose File.
- 3. Browse to the file and select it.
- 4. Update the additional information.
- Click Save and Continue.



## Submitting the application

- 1. Click the **Submit application** button in the **Actions** panel.
- 2. Read the terms and conditions.
- 3. Select the box to accept the terms and conditions.
- 4. Click the **Continue** button. Your application is resubmitted.





Also see the training guide:

 Submitting a registration application