



Updating an offer

The placements team have asked for an update on my offer.
I want to update it.

Updating an offer

If the placements team have asked for an update on your offer, you see a New Message label on the referral.

1. Sign in to West Midlands Placement Portal (WMPP).
2. Find and view the referral.
3. Click the **Messages** tab to see the message that was sent.

[Back to referrals](#)

URGENT

AB-9876: Female 14y

Save referral ☆

Summary

Messages



Tip: The field where you are adding information is highlighted. Use the *Tab* key on the keyboard to move to the next field or button.

UPDATED

If the referral has been updated by the placement team, it has the updated label. Your offer does not need to be changed unless the new message button appears as well.

NEW MESSAGE

Respond

Update offer

View offer

Withdraw offer

4. In the **Respond** section, click on the **Update Offer** button. The first page of your offer is displayed.
5. Update the information in the same way as a new offer. The information on your original offer is already entered.



Tip: To copy text from a document to your offer:

- Highlight the text on the document.
- Press *Ctrl + C* on the keyboard.
- Go to the field on the offer.
- Press *Ctrl + V* on the keyboard.

6. Click the **Send updated offer** button.



Note: The **Update offer** button only appears if the placements team have requested an update from you.