



## Where to Get Help Completing e-QIP (continued)

### The steps in the e-QIP process

The tutorial guides the applicant through all of the steps in the e-QIP process including:

1. Getting to e-QIP (browser compatibility)
2. Registering for e-QIP
3. How to navigate between sections of the form
4. The final steps in the e-QIP process ask the applicant to validate, review and certify the information that s/he is providing on the questionnaire.
5. At the end of the questionnaire, applicants must digitally sign any signature forms that appear in e-QIP. Additionally, upload all documents into e-QIP included in the initial e-QIP invitation e-mail (and include the completed OF-306, HHS Credit Release and OF-612).

**Upon submission of all e-QIP materials**, DPSAC will review them to check for completeness and accuracy. If items are missing, DPSAC will send the e-QIP materials back to the applicant with additional instructions.