

EDIT and RESUBMIT DOCUMENTS

Quick user guide

Editing or resubmitting returned AppCentral documentation

If a document submitted to the health authority requires further attention, Medical Affairs may return the document through AppCentral, indicating the necessary edits.

Returned Documentation

When a document is returned to you for editing, you'll receive an email notification about the requested edits. A returned document will have a status of **Returned** on the home screen in AppCentral.

My Documents				
Name	Due Date	Action Required		Status
<div style="display: flex; justify-content: space-between;"> FHA Initial Appointment Application Contact Help </div>				
Initial Appointment Application	2015/09/29	Fill out & submit	3	Returned
Medical Staff Bylaws	N/A	Read document	0	Was Read
(Adult) Cardiology (Burnaby Hospital)	N/A	Fill out & submit	0	New

Completing a returned document request

1. Click on the document to open for editing
2. A message from the medical staff office is displayed in the header of the returned application.

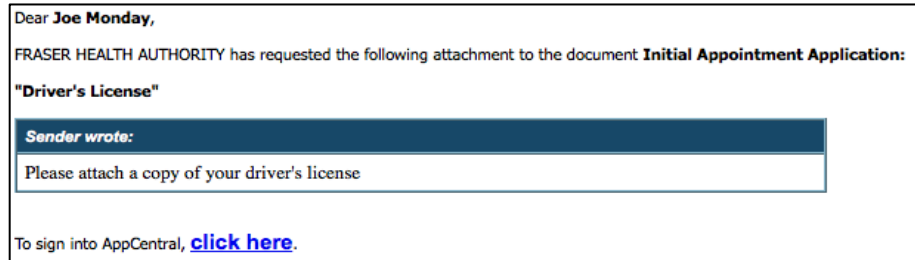
3. Once you have made the requested edit you can resubmit the document electronically via AppCentral.
4. Click on the **Submit** tab at the top of the application.

Complete a request for an attachment

When a health authority requires additional documents to be included with your application, they may request them electronically. You will receive an email requesting the attachment and a note from the medical staff.

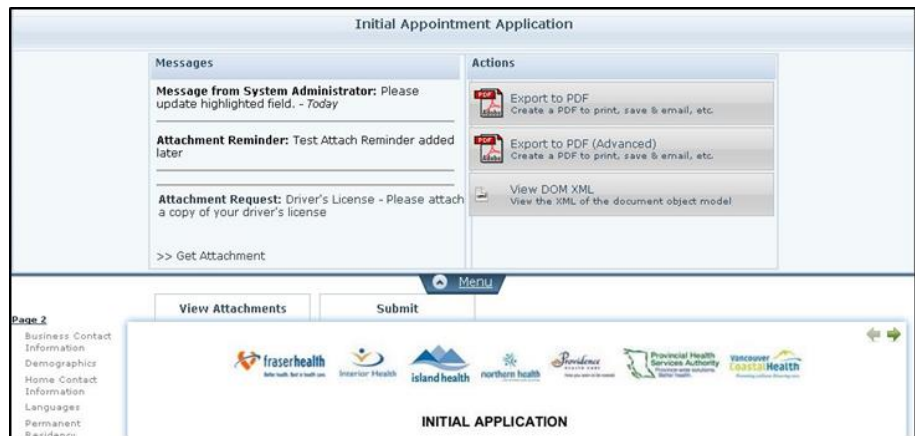
Steps to complete the request

1. Click on the link in the **email** to access AppCentral



2. Sign into **AppCentral** with your existing account
3. Click to open the document identified in the email.

4. Click on the Document **Menu** in the header



5. Under the messages column on the left is the **Attachment Request** message
6. Click **Get Attachment** to select document to attach. The **Satisfy Attachment Request** will now be displayed

7. You can enter a return message in the text box provided



8. Click **Satisfy the request** link on the right side menu. AppCentral then displays the **Select Attachment Method** window.



9. Click to select an attachment method
10. Select your document and upload