|	**HOW TO POST AN OPPORTUNITY IN THE PMF TAS FOR AGENCIES**

This *How To* is for Agency PMF Coordinators or Agency HR Recruiters on how to post a PMF appointment and/or a rotational opportunity in the PMF TAS (Talent Acquisition System). These instructions are applicable to both opportunities and include screen shots and tips for posting. A PMF "appointment" opportunity is used when hiring a Finalist to a PMF position. A "rotational" opportunity is used when soliciting current Fellows to do a rotation (detail) at an agency. Identifying the opportunity (whether an appointment or rotational), is done towards the end of the instructions. The *PMF TAS User Guide for Agencies* and this *How To* can be found under the "Agencies\Resources" section on the PMF website at www.pmf.gov.

In addition, there are templates available under the "Agencies\Resources" section on the PMF website to refer hiring/hosting officials to when needing to submit an opportunity for posting.

If you need assistance, please contact your Agency PMF Coordinator. A list of Coordinators can be found under the "Agencies" section on the PMF website.

NOTE: A screen shot of how a sample announcement appears to Finalists/Fellows on the PMF website appears at the very bottom of these instructions. Current Finalists must log in to view "appointment" opportunities. However, "rotational" opportunities intended for Fellows are publically accessible on the PMF website. Instructions on how to view publically accessible "rotational" opportunities can be found on the PMF website and are listed towards the end of these instructions.

1. After logging into the PMF TAS (https://portal.pmf.gov/pmf-home), the user is taken to the "Launch Pad".
    a. Only registered agency users with appropriate permissions can access the PMF TAS. If you do not see the login or cannot access the system, you may not have access and should contact your Agency PMF Coordinator for assistance.

2. Click on "Hiring Management".
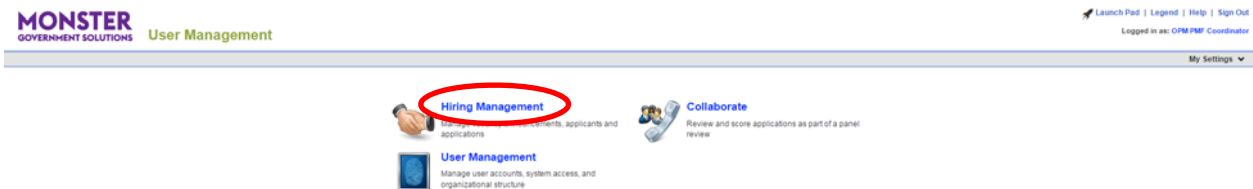
3. Click on "Announcements" (the link on the top menu bar; between "Main" and "Program Review").
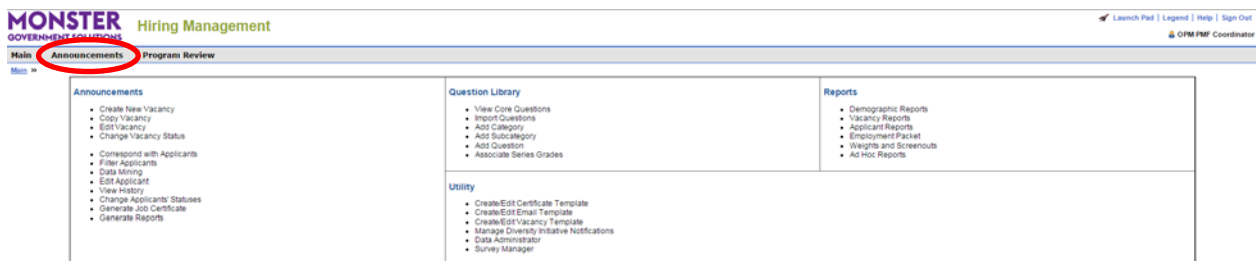
4. Under the "Organization/Department" box you will see a drop-down menu for "Select Organization".
   a. Select your agency name from the drop-down menu. You should only see the agency/agencies you have access to.

   b. Upon selecting your agency, the screen will refresh to provide additional options and a "Select Action" box will also appear underneath the "Organization/Department" box.
   c. Under "Sub-Organization", select the appropriate sub-agency from the drop-down menu, if applicable, and proceed with the next steps.
      i. **NOTE:** Only Agency-wide PMF Coordinators (e.g., headquarters level) can access all sub-agencies, if applicable.

5. Under the "Select Action" box, click on the "**New Announcement from Template**" link.
   a. The screen will refresh.
   b. **NOTE:** These steps are critical when building an announcement in the PMF TAS.
   c. You will see a row showing "PMF Vacancy Template". This is the template to use for all PMF-related announcements in order to post to the PMF website.
   d. To the far right you will see a link called "Actions".
   e. Click on the "Actions" link and a drop-down menu will appear.
   f. Select "New Announcement".

g. The screen will refresh and take you to the "Announcement Detail: Step 1 – Announcement Information" screen.
   i. This is where you start to build your announcement.
   ii. **REMINDER:** Many fields are not used, nor will they appear when the announcement is posted. Please follow these steps exactly.
   iii. Under "Department", Click on the "Select Department" button. The screen will refresh.

   iv. You will see a link called "Presidential Management Postings".
      1. **NOTE:** If you do NOT see this link, then you do not have sufficient permissions to post an announcement; please contact your Agency PMF Coordinator for assistance. Only registered PMF TAS users associated as "Agency PMF Coordinator" or "Agency HR Recruiter" have the ability to post opportunities. Do NOT continue until resolved.
   v. Click on the "Presidential Management Postings" link. This informs the system you are posting an announcement to only appear on the PMF website.
      1. **NOTE:** This step is critical as the template is designed to override several fields and screens when building the announcement.
   vi. The screen will refresh and take you back to the "Announcement Detail: Step 1" screen.

h. When the screen returns to the announcement, you will see an "Announcement #" has been generated. All PMF announcements appear as "PMF-YYYY-####"; whereas, "PMF" indicates a PMF Program announcement, "YYYY" is the calendar year, and "####" is the sequential number of the announcement.

PMF-2015-2399 ,
Created By: PMF Coordinator, OPM May 4, 2015 Last Updated By: PMF Coordinator, OPM

An asterisk (*) indicates a required field.

* Organization:	OFFICE OF PERSONNEL MANAGEMENT	
* Department:	Presidential Management Postings	(Select Department)
* Announcement #	PMF-2015-2399	

(Save and Preview) (Save) (Cancel) (NEXT >>)

6. Proceed with entering the following information. Some fields are marked with a red asterisk (*), which are required fields. Most of the fields will NOT display in the announcement. These instructions are intentional in order to manipulate the system to post an announcement.
    a. Enter a "Position Title".
        i. **TIP:** If you want to identify the office where the position is located, enter it within parentheses next to the title (e.g., "Budget Analyst (Office of Budget)").
    b. Indicate Yes/No for "Supervisory Position"; this would typically be marked "No". This will NOT display in the announcement.
    c. Click on the "Select Series" button.
        i. The screen will refresh and present a list of series you can choose from. Find the series and click on "Add" to the far right. The system will add the selected series to the right-hand side of the screen.
            1. **NOTE:** When posting an "appointment" opportunity, please identify the Job Series for the position being recruited for (e.g., 0343 for Program Analyst). If recruiting a PMF STEM Finalist, please ensure the Job Series matches the STEM position. The Job Series should match the PD (Position Description). When posting a "rotational" opportunity, identify the appropriate Job Series or you may choose to use "0000 Presidential Management Fellow".

        ii. Click on the "Save Series" button in the upper right-hand corner of the screen to have the series added to the announcement.

        iii. The screen will refresh and take you back to the Step 1 screen showing the series you added.

Main   Announcements   Program Review

Announcements » OFFICE OF PERSONNEL MANAGEMENT » Presidential Management Postings » Presidential Management Fellow » Step 1

Announcement Detail: Step 1 - Announcement Information

PMF-2015-2399 , (0000 Presidential Management Fellow)
Created By: PMF Coordinator, OPM May 4, 2015   Last Updated By: PMF Coordinator, OPM

(Save and Preview) (Save) (Cancel) (NEXT >>)

An asterisk (-) indicates a required field.

* Organization:	OFFICE OF PERSONNEL MANAGEMENT
* Department:	Presidential Management Postings (Select Department)
* Announcement #	PMF-2015-2399
Additional Vacancy Reference ID:	
* Position Title:	
Series Parenthetical:	( )
* Supervisory Position:	Yes No
Series (Single-Series):	0000 Presidential Management Fellow (Select Series)

d. Enter an "Opening" and "Closing" date of the announcement. You can manually enter the dates as mm/dd/yyyy or click on the calendar icons.
   i. **NOTE:** Even though the "Closing Date" is a required field, it will NOT display in the announcement on the PMF website. We recommend agencies reference the closing date and time (include the Time Zone; e.g., 4:00pm (ET)) under the "How to Apply" section; see forthcoming instructions below. The system will automatically remove the announcement around 11:59pm (ET) of the closing date.
   ii. **TIP:** If you are posting a "rotational" opportunity that is always being offered, you may enter a later closing date (e.g., 6-12 months from now).

e. Under the "Applicant Eligibility" section, ensure the defaults reflect the following:
   i. Click on "Universal Set" under the "Eligibility Set" box, and
   ii. Leave the default of "Public" checked under the "Required Eligibility" box.

f. Under "Security Clearance Required", select the appropriate response.
   i. Although required, the response to this field will NOT appear in the announcement.
   ii. **NOTE:** If applicable, you may need to elaborate on this within the "How to Apply" instructions. For example, if this announcement is an "appointment" opportunity, you may need to identify the level of clearance required for the position and mention which SF (Standard Form) is needed. If this announcement is a "rotational" opportunity, you may need to mention whether or not the agency will fund the need for an interim clearance; most Fellows do not possess a security clearance.

g. Under "Duty Location(s)":
   i. Enter the total number of available positions in the "Total Openings" box provided.
   ii. Click on the "Duty Locations Listings" button. The screen will refresh and provide a list of available duty locations to choose from. You can conduct a search in the upper right-hand corner of the screen. Or, if you know the location code, you can enter it in the box provided and click the "Find" button. The generic Duty Location Code for Washington, DC, is "110010001".
      1. **TIP:** Most opportunities are in Washington, DC, use the drop-down menu to select "State", then enter "DC" in the text box provided, and then click the "GO" button. The screen will refresh showing all available duty locations.

Main   Announcements   Program Review

Announcements » OFFICE OF PERSONNEL MANAGEMENT » Presidential Management Postings » Presidential Management Fellow » Step 1

Announcement Detail: Step 1 - Select Locations

Search: Location Code ▼ [   ] (GO) (Clear Search)

Assign Duty Locations for Vacancy: PMF-2015-2399

(Save Locations)

Available Duty Locations

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Location Code	City	State	State Description	Country	Options
					Add All>>
GM0400000	Aachen			GM	Add>>
GM0500000	Aalen			GM	Add>>
420005027	Aaronsburg	PA	Pennsylvania (PA)	US	Add>>

Assigned Duty Locations

Options	Location Code	City	State	State Description	Country
<<Remove All					

2. Click the "Add" link to the right of the Duty Location. The system will add the selected location to the right-hand side of the screen.

3. Then click on the "Save Locations" button in the upper right-hand corner of the screen. The screen will refresh and take you back to the Step 1 screen showing the added locations.

   iii. When the Duty Location is added, you will see text boxes to enter the ZIP Code and the Number of Positions. Enter the appropriate information.

h. Under "Relocation Authorized", this is an optional field for agencies to identify whether or not relocation is authorized and is not a required question. However, by default these fields are blank and will NOT appear in the announcement.
   i. If applicable and if the announcement is an "appointment" opportunity, this should be identified under the "Description of Position" section.

i. Under "Travel Required", this is an optional field for agencies to identify whether or not travel is required and is not a required question. By default, these fields are blank and will NOT appear in the announcement.
   i. If applicable and the announcement is an "appointment" opportunity, this should be identified under the "Description of Position" section.

j. Under "Pay Plan", the default is set to "GS" for General Schedule.
   i. Though this is a required field, it will NOT display in the announcement.

k. Under "Pay Type", the default is set to "Per Year".
   i. Though this is a required field, it will NOT display in the announcement.

l. Under "Grade and Salary Ranges":
   i. Click on the "Edit Grades" button. The system will refresh to allow you to indicate the grades and salary ranges. You may add up to 3 entries (e.g., GS-09, 11, and 12).
      1. For PMF "appointment" opportunities, a Finalist may only be *initially* appointed at the GS-09, 11, 12, or equivalent. Enter the grade levels and salaries for the position.
         a. For example, using a GS-09 in Washington, DC, for calendar year 2015, enter "52,668.00" for "Salary Low" and "68,465.00" for "Salary High". You will need to enter full dollar amounts, followed by ".00".
         b. **NOTE:** The system does NOT populate salaries based on grade level and geographic locations; salaries must be manually entered.
         c. **TIP:** For the 2015 Salary Table covering the Washington, DC, metro area, go to: https://www.opm.gov/policy-data-oversight/pay-

leave/salaries-wages/salary-tables/pdf/2015/DCB.pdf. Other salary tables can be found under OPM's "Pay & Leave" webpage at http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/.

   2. For PMF "rotational" opportunities simply enter any data since this is a required field; any information entered will NOT appear in a "rotational" opportunity announcement. For example, select any grade level and enter "1.00" and "2.00" for the salaries.

   ii. Add the appropriate information and click the "Add Grade" button for each grade level being added.

   iii. Once finished, click on the "Finished" button in the upper right-hand corner. The screen will refresh and take you back to the "Announcement Detail: Step 1" screen showing the added grade levels.

   m. Under "Promotion Potential", select the appropriate response. This is a required field.
      i. For PMF "appointment" opportunities, this is relevant. However, since the initial PMF appointment is restricted to GS-09, 11, 12, or equivalent, the drop-down menu ONLY includes "09, 11, or 12" as options. The PMF Program allows Fellows to promote as high as a GS-13 (or equivalent) during their fellowship, as long as the Fellow meets the qualifications (which includes one year of specialized experience). If the position has a higher target level, simply reference such in the "Description of Position".
      ii. For PMF "rotational opportunities", simply select any option as this information is NOT displayed to Fellows and not relevant.

7. Once the above is entered for this screen, click on the "Next" button on the bottom of the screen to be taken to the "Announcement Detail: Step 2" screen. If you wish to save and return later, click the "Save" button in the upper right-hand corner of the screen (next to the "Cancel" button).
   a. **NOTE:** The "Save and Preview" option is designed to show an announcement in the typical format when posting to USAJOBS. We suggest you avoid this as the "PMF Vacancy Template" and these instructions are designed to build an announcement specific to the PMF Program and displays differently when posted to the PMF website. Simply clicking the "Next" button to advance to each screen does NOT automatically save the announcement.
   b. **TIP:** When completing "Step 1", you should save the announcement to prevent accidental disconnection. You may inadvertently time-out before completing the announcement.

8. Step 2 contains several data fields and tabs. Many of these data fields are defaulted to show text that is not applicable when posting an opportunity to the PMF website and using the "PMF Vacancy Template". In order to manipulate the system to fulfill the needs of the PMF Program, some text boxes and field names are re-purposed, as outlined below.
   a. For purposes of the PMF Program, most of your announcement content is entered under the "Qualifications and Evaluations" tab shown below.
   b. **NOTE:** Ignore any references to posting to USAJOBS.

c. Under the "USAJOBS (Not Posted)" heading, you will see 5 tabs, which defaults to the "Overview" tab. You will see specific PMF-related text appearing by default in the other text boxes; please leave the defaults as is. The defaulted PMF text is to warn users NOT to use those text boxes. Under this tab, you will NOT enter any information.

d. For the "Duties" tab, you will see how the system shows defaulted text to NOT use these text boxes for purposes of the PMF Program. Under this tab, you will NOT enter any information.

e. Click on the "Qualifications and Evaluations" tab. This tab includes several field headings and text boxes that will be manipulated for posting to the PMF website. It is critical to not deviate from these instructions. Only THIS tab is used for this screen.

   i. **TIP:** Each text box provides several tools you may use. These tools include: bold, italics, underline, find and replace, bullets, numbered lists, text colors, add a link, remove a link, preview, and full-screen. You may also check spelling. Please be sure to review your entries and avoid jargon not commonly known to Finalists and Fellows.

   ii. **NOTE:** The following text boxes contain instructional text specific to the PMF Program for the user posting the announcement. If the text is not deleted or typed-over for the text boxes under this tab, it will appear as part of the announcement.

USAJOBS (Not Posted)
Please note that the text length is an approximation due to the possible inclusion of special characters.

Overview | Duties | Qualifications and Evaluations | How to Apply Info | Benefits and Other Info

Education:
(recommended length between 0 and 2000 character(s))

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Description of Opportunity or Training".

* Requirements:
(recommended length between 1 and 2500 character(s))

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Agency Description".

* Evaluations:
(recommended length between 1 and 3450 character(s))

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "How to Apply".

* Qualifications:
(recommended length between 1 and 8000 character(s))

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Qualifications Required".

All Spelling

<< PREVIOUS | Save and Preview | NEXT >>

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iii. First, you will enter the *description of opportunity*. THIS INFORMATION IS ENTERED UNDER THE "**EDUCATION**" TEXT BOX. Use this text box to describe the position. Here is where you would also identify any information pertaining to relocation, travel, and/or promotion potential if applicable. You are limited to 2,000 characters.
1. Here is where we suggest you identify the target level or FPL (Full Promotion Level) when posting an "appointment" opportunity. For example, "The full promotion level for this position is a GS-13."

iv. Second, you will enter the *organization description*. THIS INFORMATION IS ENTERED UNDER THE "**REQUIREMENTS**" TEXT BOX. Use this text box to describe the organization. You are limited to 2,500 characters.
1. This should introduce the Finalist to the mission and purpose of the organization.

v. Third, you will enter the *how to apply* instructions. THIS INFORMATION IS ENTERED UNDER THE "**EVALUATIONS**" TEXT BOX. Use this text box to describe the how to apply instructions. You are limited to 3,450 characters.
1. Most agencies enter language along the lines of: "If you meet the qualifications for this position and you are interested in this position, please email the point of contact listed and reference the announcement number and position title in the subject line of the email. You must include a current resume."
2. It is optional for agencies to request a resume, transcript, etc. Since applicants applied several months ago for selection as Finalists, their resumes may be out of date. Finalists are unable to update their applicant documents in the PMF TAS after the annual PMF application closes.
3. As mentioned previously, this is the section where we suggest agencies identify a closing date, time, and time zone for all announcements and any security clearance requirements. For example, "This announcement closes at 11:59pm (ET) on [date]."

vi. Fourth, you will enter the *qualifications*. THIS INFORMATION IS ENTERED UNDER THE "**QUALIFICATIONS**" TEXT BOX. Use this text box to clearly identify the position's qualifications and any selection factors. You are limited to 8,000 characters.

1. **NOTE:** For those PMF positions designated as PMF STEM (Science, Technology, Engineering, or Mathematics), please be sure to include any positive education requirements.

f. For the "How to Apply Info" tab and the "Benefits and Other Info" tab, you will see how the system shows defaulted text to NOT use these text boxes for purposes of the PMF Program.

g. When finished with these tabs, click the "Next" button at the bottom of the screen.

9. You will be taken to the "Announcement Detail: Step 3" screen, which contains several defaulted and required fields. Please follow the instructions provided below. There will be several fields and text boxes not applicable.

a. Under "Hiring Agency", ensure your agency/sub-agency (or Organization/Sub-Organization) is identified. If not, select from the drop-down menu.
b. Skip to the "Vacancy Contact Name, Email, Phone, and Fax" fields and enter the appropriate contact information. This is the agency's point of contact to receive any inquiries; this may be the hiring official for appointment opportunities, hosting contact for rotational opportunities, or the Agency PMF Coordinator.
  i. **TIP:** If a fax number is not applicable, you can leave the default as "000-000-0000".
  ii. **NOTE:** The system will not display a mailing address; skip these fields. The system will only display a "Vacancy" contact, not an "Organization" contact.
  iii. Under "Internet Address", it is optional if you would like to insert a website address; disregard the default text of "000-000-0000".
c. Click the "Next" button at the bottom of the screen.

10. You will be taken to the "Announcement Detail: Step 4" screen.
a. Do NOT make any changes to this screen.
b. Click the "Next" button at the bottom of the screen.

11. You will be taken to the "Announcement Detail: Step 5" screen.
    a. Do NOT make any changes to this screen.
    b. Click the "Next" button at the bottom of the screen.

12. You will be taken to the "Announcement Detail: Step 6" screen.

    a. Under the "Announcement Type" drop-down menu, select the appropriate option. This is the ONLY field you need to address on this screen before continuing with your announcement.
        i. You may identify more than one Announcement Type as appropriate.
        ii. For a PMF appointment opportunity, select "Appointment Opportunities" and then click the "Add Announcement Type" button to add it to the announcement.
        iii. For a PMF STEM appointment opportunity, select "Appointment Opportunities – STEM" and then click the "Add Announcement Type" button to add it to the announcement.
        iv. For a PMF rotational opportunity, select "Rotational Opportunities" and then click the "Add Announcement Type" button to add it to the announcement.
        v. **NOTE:** The ability to post "training opportunities" has not been implemented. Please disregard using this functionality.
    b. Click the "Next" button at the bottom of the screen.

13. You will be taken to the "Announcement Detail: Step 7" screen. Follow the instructions below to either save or post your announcement; this is the last screen when building an announcement.

    a. Do NOT click the box to "Send to USAJOBS".
    b. Under the HR MANAGEMENT OPTIONS section, use the drop-down menus to select "Program Office, PMF (PMFPROGOFFICE)" as the default for each required field, for a total of three.
        i. **NOTE:** These entries have no impact on your announcement; however, they are required fields for using the system. Simply select the PMF Program Office as a default.
    c. If you are ready to approve the announcement, you should click the "Approve this vacancy" checkbox and click the "Finish" button in the upper right-hand corner of the screen. The system will save and post the announcement immediately or on the opening date.
    d. If you are NOT ready to approve, you can either (1) click the "Save and Preview" button at the bottom of the screen and follow the prompts to save the announcement and preview it, or (2) click the "Save" button on the upper right-hand corner to save and come back to later.
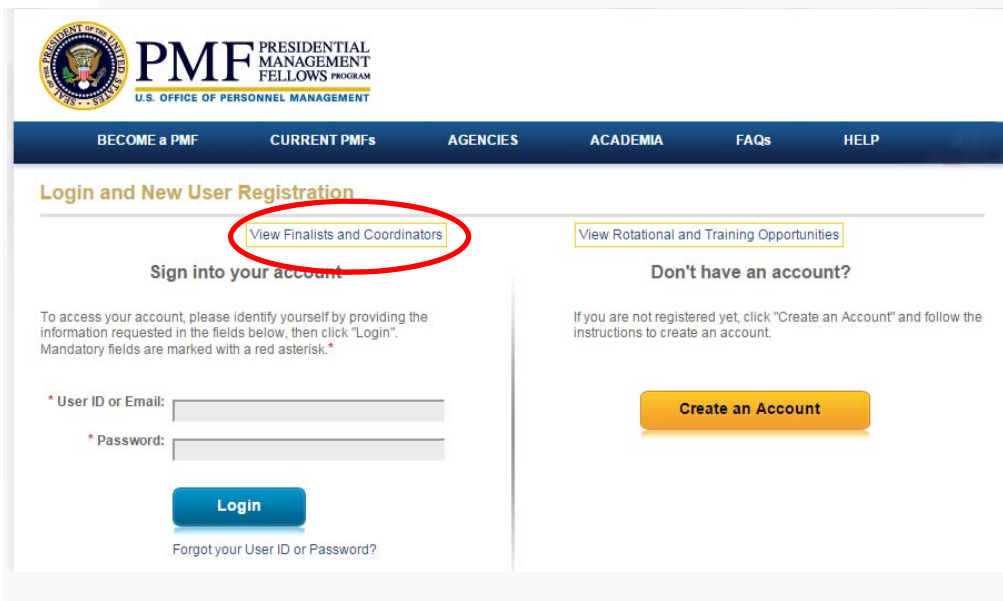
i. **NOTE:** Clicking the "Save and Preview" button will prompt the system to open a pop-up window showing you how the system has built your announcement. Since the system is originally designed to interface with USAJOBS, the preview announcement will show your PMF announcement in the typical USAJOBS format. The actual announcement on the PMF website will appear quite differently and the system will automatically insert appropriate headings. For example, when you entered the how to apply instructions under the section called "Evaluations", the system will insert and actually show the instructions under the heading of "How to Apply". **A screen shot of how a sample announcement appears to Finalists/Fellows on the PMF website appears at the very bottom of these instructions.**

TIP: To simplify the collection and entry of PMF opportunities, templates are available under the "Agencies\Resources" section on the PMF website at www.pmf.gov. Agency PMF Coordinators and Agency HR Recruiters are asked to distribute these templates to hiring/hosting officials.

If you have any questions, please contact your Agency PMF Coordinator for assistance.

HOW TO VIEW THE LIST OF AGENCY PMF COORDINATORS ON THE PMF WEBSITE:

1. Go to the login screen for Finalists and Fellows at https://apply.pmf.gov/pmf/.
2. At the top of the screen, you will see a link to "View Finalists and Coordinators" inside a gold box (above the heading of "Sign into your account".

3. Click on the link to be redirected to the various sorted lists of Finalists and Coordinators.
4. Click on the "List of Agency Coordinators" tab to view the current list of Agency PMF Coordinators by agency/sub-agency. This is the third tab at the top of the screen.

HOW TO ACCESS AND VIEW THE LIST OF AVAILABLE "ROTATIONAL" OPPORTUNITIES ON THE PMF WEBSITE:

1. Go to the login screen for Finalists and Fellows at https://apply.pmf.gov/pmf; commonly referred to as the "Seeker Site".

2. At the top of the screen, you will see a link to "View Rotational and Training Opportunities".

3. Click on the link to be redirected to the "Search for Opportunities" screen.
   a. Select your search criteria, click "Apply", and then click "Search". Only open opportunities will result based on your search criteria.
   b. **NOTE:** Only those agencies that have active "rotational" opportunities posted will appear in the "Agency" drop-down menu.

4. To view a specific posting, click on the "Announcement Number"; this is a link to the full posting.

Position Type	Agency/Sub-Agency	Position Title	Announcement Number	Series	Location(s)	Date Posted
Rotational Opportunities	OFFICE OF PERSONNEL MANAGEMENT	Test (PMF Program Office)	PMF-2015-2365	0000--Presidential Management Fellow	1 in Washington DC, DC, US	5/8/15

   a. Following is a sample posting of a "rotational" opportunity as it appears on the PMF website.
      i. **NOTE:** See how the following fields do NOT appear: closing date, supervisory level, security clearance, relocation authorized, travel required, or a mailing address. In addition, the sample shows the defaulted instructional text that would appear if the text was not deleted or typed-over when building the announcement.

SAMPLE ANNOUNCEMENT:

This is a sample "rotational" opportunity announcement. The layout and fields are the same for "appointment" opportunities, but the "Position Type" will reflect "Appointment Opportunities".

Announcement Details

<div align="right">Back to search results</div>

Announcement Number	PMF-2015-2365	**Position Type**	Rotational Opportunities
Position Title	Test (PMF Program Office)	**Agency - Sub-Agency**	OFFICE OF PERSONNEL MANAGEMENT
Open Date	05/08/2015	**Locations - Projected Number of Positions**	1 Vacancies in Washington DC, DC, US
Series	0000--Presidential Management Fellow	**Opportunity Contact**	Name: PMF Program Office Phone: 202-606-1040 Fax: 202-606-3040 Email: pmf@opm.gov

Description of Opportunity or Training

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Description of Opportunity or Training".

Agency Description

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Agency Description".

Qualifications Required
PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Qualifications Required".

How to Apply
PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "How to Apply".