

# BWC APPLICATION PORTAL GUIDE

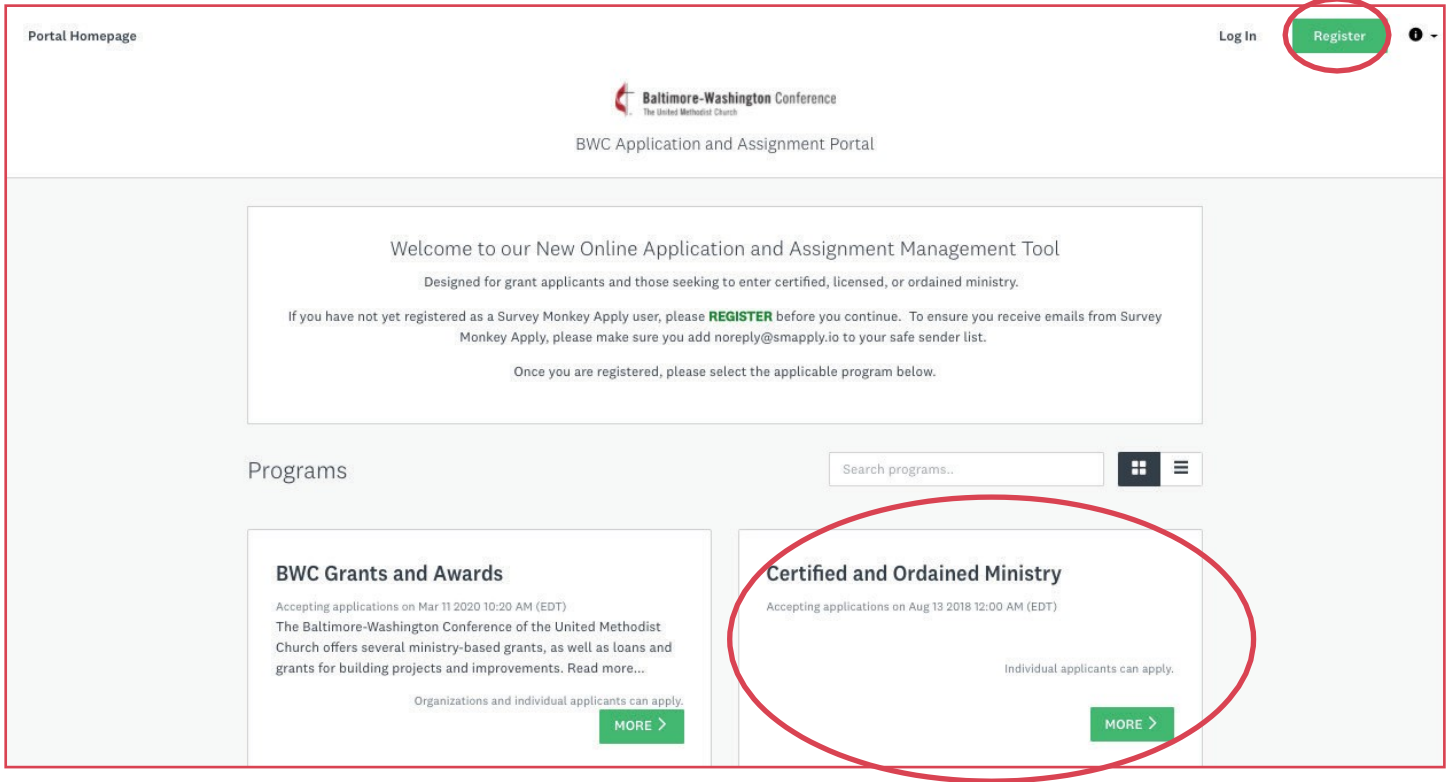
## HOW TO GET STARTED

Welcome to your guide to the BWC Application Portal, hosted by Survey Monkey Apply. If at any point you need assistance in this process, please contact [bomstaff@bwcumc.org](mailto:bomstaff@bwcumc.org).

Deadlines in this process are very important as they keep the system working smoothly. Please be mindful of them. Remember that the candidate is responsible for keeping copies of all application documents.

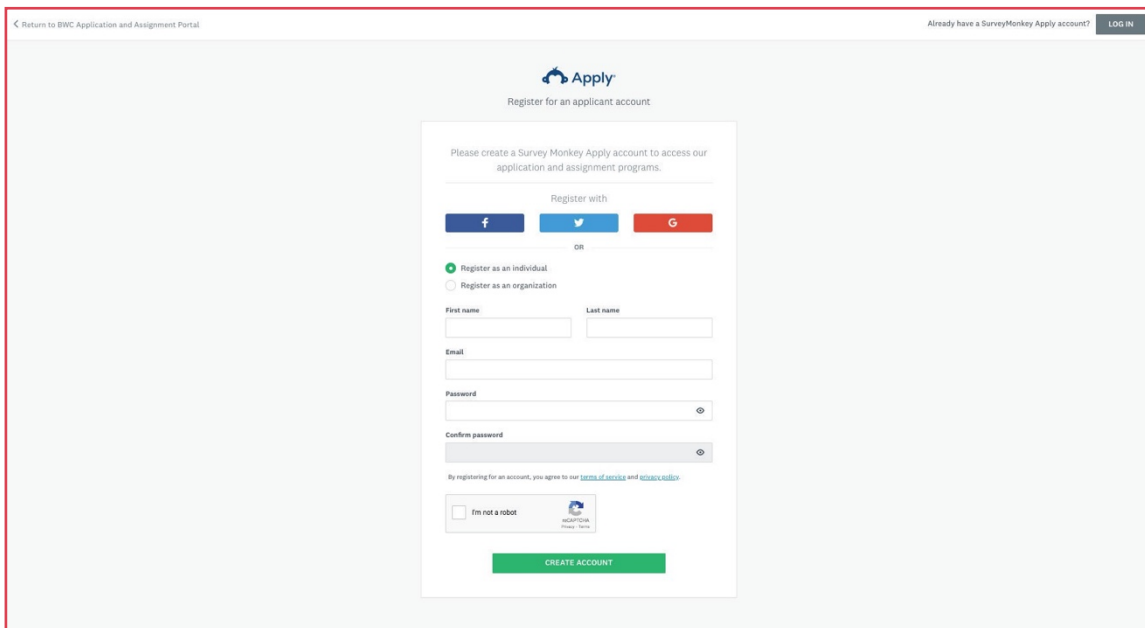
Visit <https://bwc-umc.smapply.org/> to register and begin a new application, or to login to an existing account and application.

The screenshot shows the homepage of the BWC Application and Assignment Portal. At the top left, it says "Portal Homepage". At the top right, there are "Log In" and "Register" buttons. The main header features the Baltimore-Washington Conference logo and the text "BWC Application and Assignment Portal". Below this is a large white box with the following text: "Welcome to our New Online Application and Assignment Management Tool", "Designed for grant applicants and those seeking to enter certified, licensed, or ordained ministry.", "If you have not yet registered as a Survey Monkey Apply user, please REGISTER before you continue. To ensure you receive emails from Survey Monkey Apply, please make sure you add noreply@smapply.io to your safe sender list.", and "Once you are registered, please select the applicable program below." Below this box is a "Programs" section with a search bar labeled "Search programs..". There are two program cards: "BWC Grants and Awards" (accepting applications on Mar 11 2020 10:20 AM (EDT)) and "Certified and Ordained Ministry" (accepting applications on Aug 13 2018 12:00 AM (EDT)). Each card has a "MORE >" button.

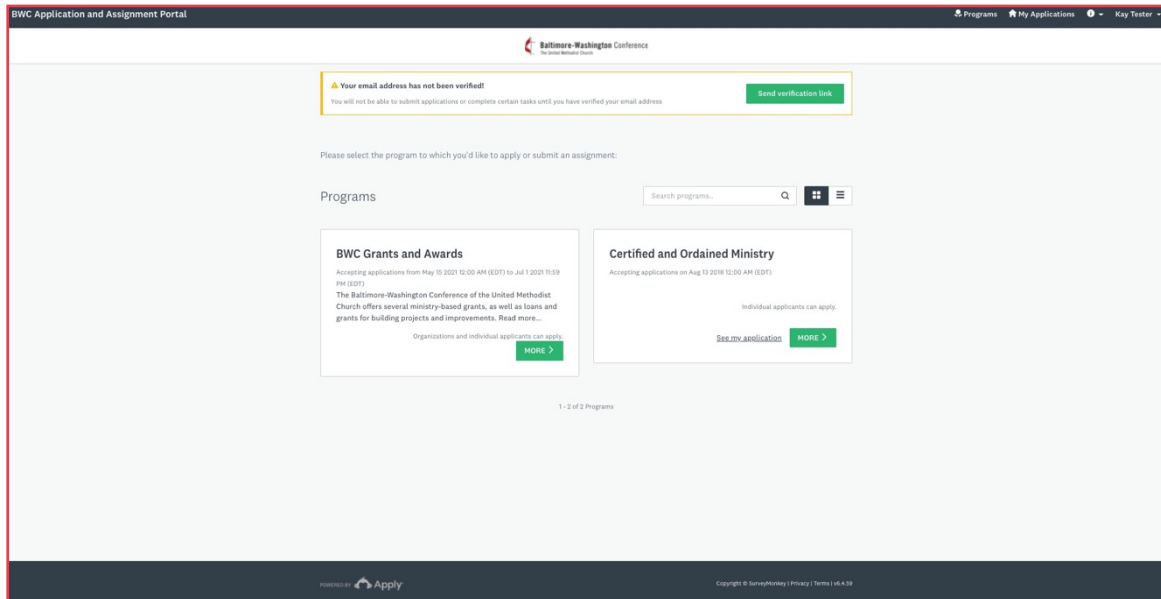


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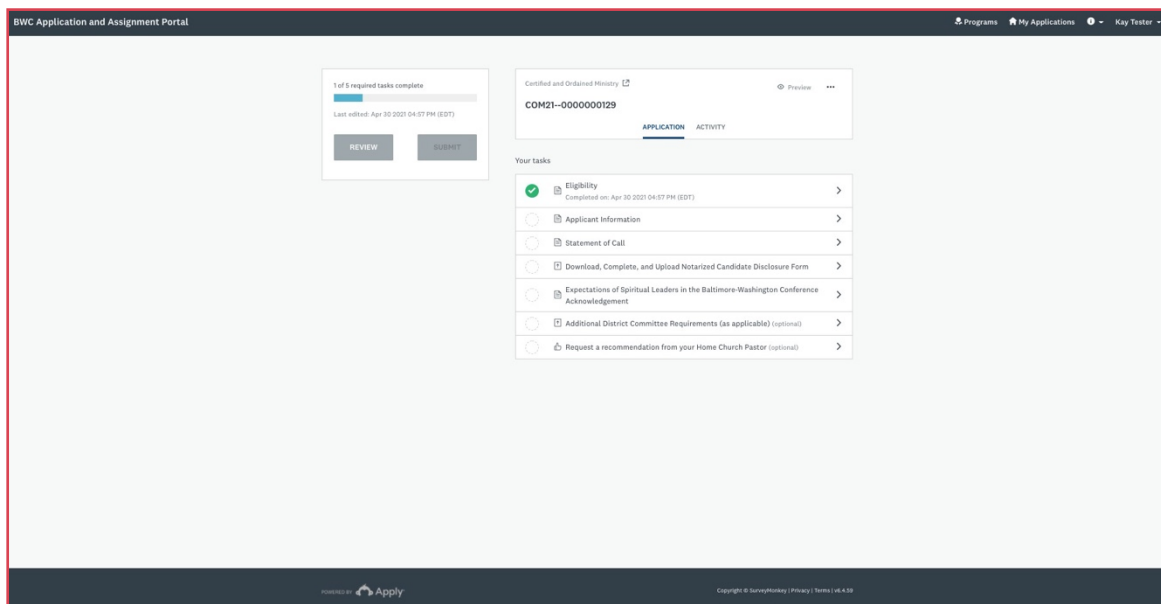
To register, use the link above and click the green Register or More button. You will then see a screen like the one below.



Once you have registered it will take you to this screen. Make sure to check your email to verify your email address. You will want to select Certified and Ordained Ministry.

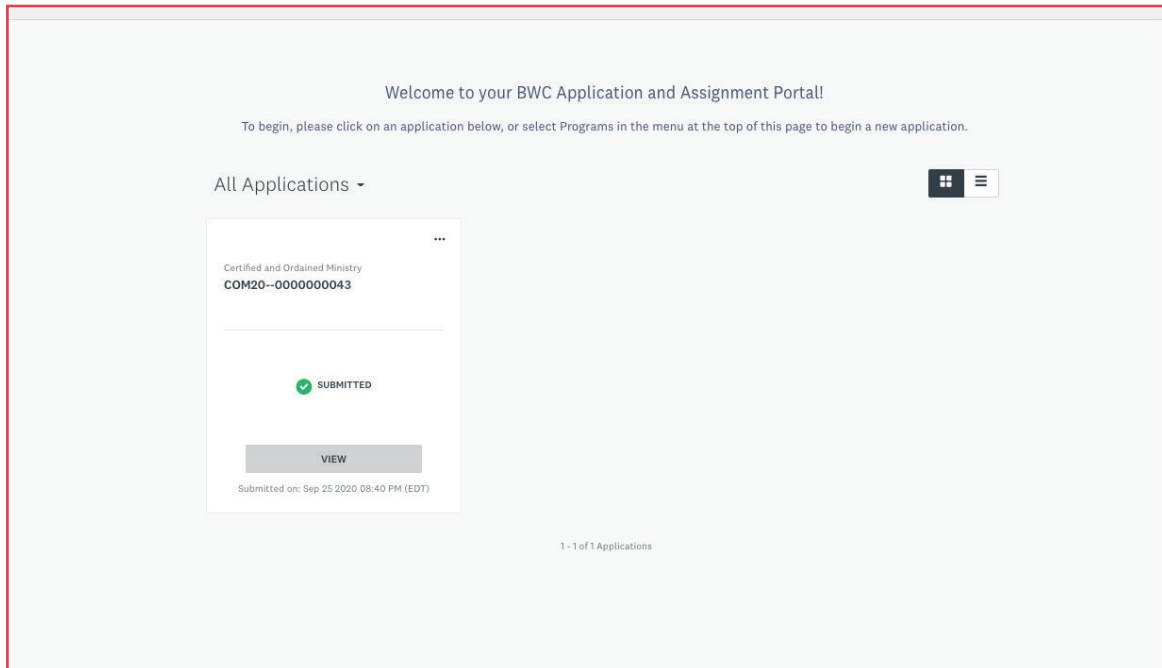


After selecting your program, the screen will look like the below image. You will move through in order by clicking the arrow at the end of each row. As you complete each task the bubble will turn green. Once you have completed all of the tasks the Submit button on the left will turn green allowing you to submit this application stage. **Please note: once you submit the application, you will not be able to edit it further.**



It is important to Submit each stage as that will trigger the next stage. You will only see the tasks that you have completed and ones that are ready for you to complete.

Whenever you log back in, you will either see a grey View button or a green Continue button depending on where you are in your application.



For more information on the full process and who to contact, please visit the [BOOM page](#) on the BWC website.

Download the [BWC Ministry Field Guide](#)

[General Account Frequently Asked Questions \(FAQ\)](#)

[Completing an Application Frequently Asked Questions \(FAQ\)](#)