
2023 PCADV CSP & MAP RFP INSTRUCTIONS

INFORMATION

Submission Overview

For the 2023 CSP & MAP RFP application process, PCADV is again utilizing the wizehive platform to manage the application process. This is the same platform we used for the 2019 RFP process. Read through the instructions below before starting the process to determine if and how to Sign-In or Sign-up to apply.

Signing in allows you to start to fill out the application and save as a draft until it is completed and ready to be submitted.

INSTRUCTIONS

To submit an application

- Begin by using the [Application Links](#) for the desired application.
- You will be prompted to Sign-In or Sign-Up
 - If you previously applied in 2019 for one of the PCADV RFP's (CORE, CLR, CSP, or MAP) jump to the [Sign-In Instructions](#) section.
 - If you never applied for a PCADV RFP jump to the [Sign-Up Instructions](#) section.

Application Links

Culturally Specific Project - <https://webportalapp.com/appform/pcadv-csp-application>

Medical Advocacy Program - <https://webportalapp.com/appform/pcadv-map-application>

Sign-Up Instructions

1. Enter the primary email address for the person who is submitting the application.
2. Create and enter a password to use for sign-in to both the CSP or MAP application.
 - 2.1. Make sure your password meets the minimum strength requirements.
3. Re-Enter the password in the Confirm Password field.
4. Click **“Signup”** button to continue to the application and begin to enter data.

The screenshot shows a 'Signup' form with the following fields and features:

- 1 Email:** A text input field for the user's email address.
- 2 Password:** A password input field with a visibility toggle (eye icon). Below it are five requirements:
 - Must contain at least one lowercase letter
 - Must contain at least one uppercase letter
 - Must contain one number
 - Must be between 8 and 32 characters
 - Must not be an email address
- 3 Confirm Password:** A second password input field with a visibility toggle. Below it is the text 'Passwords must match'.
- 4 Signup:** A button to submit the form.

Sign-In Instructions

1. Enter the email address previously used to submit an application for other PCADV RFP.
2. Enter the password used previously.
3. Click **“Signup”** button to continue to the application and begin to enter data.

The screenshot shows a 'Login' form with the following fields and features:

- 1 Email:** A text input field for the user's email address.
- 2 Password:** A password input field with a visibility toggle (eye icon).
- Below the password field is the text: 'By entering your email and password to access this system, you agree to the [Privacy Policy](#).'
- 3 Forgot Password?:** A link to the password reset page.
- 4 Login:** A button to submit the form.

Password Reset Instructions

1. If you do not remember the password previously create click on **“Forgot Password?”**

This is a cropped view of the login form, highlighting the 'Forgot Password?' link with a red arrow. The 'Password' field and the 'Login' button are also visible.

2. Enter the email used previously and click on **“Reset Password”** to have an email with a password reset link included. Follow the steps in the email to complete the reset.

The screenshot shows a 'Password Reset' form with the following fields and features:

- Text: 'Enter your email address to reset your password. An email will be sent to this address with additional instructions.'
- Email:** A text input field for the user's email address.
- Back to Login:** A link to return to the login page.
- Reset Password:** A button to submit the form.