

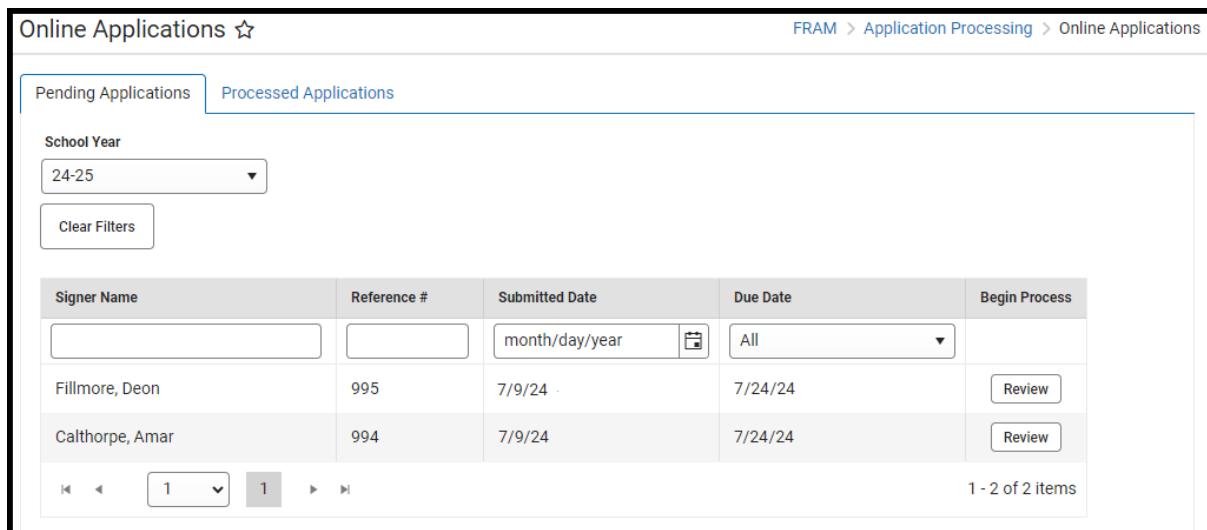
View Pending Applications

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Tool Search: Online Applications

Application processors can view and sort pending applications in the Pending Application tool. Once an application signer [submits their application via the Portal](#), the application appears in the Online Applications window in the Pending Applications tab.

The Due Date on the Pending Online Applications is 14 days (10 business days) from when the application was submitted.



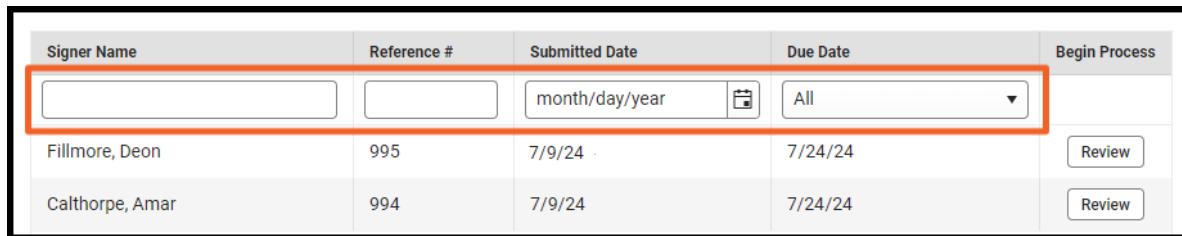
The screenshot shows the 'Online Applications' tool interface. At the top, there are tabs for 'Pending Applications' (which is selected) and 'Processed Applications'. Below this, a 'School Year' dropdown is set to '24-25' and a 'Clear Filters' button is available. The main area displays a table of pending applications with the following data:

| Signer Name | Reference # | Submitted Date | Due Date | Begin Process |
|-----------------|-------------|----------------|----------|------------------------|
| Fillmore, Deon | 995 | 7/9/24 | 7/24/24 | Review |
| Calthorpe, Amar | 994 | 7/9/24 | 7/24/24 | Review |

At the bottom of the table, there are navigation buttons for '1' and '2' items, and a total count of '1 - 2 of 2 items'.

Search for Specific Pending Online Applications

You can search for a specific pending application by entering the application Ref # or Signer Name and pressing Enter. Matching search results appear in the Online Application window.



The screenshot shows the 'Online Applications' tool interface with a red box highlighting the search input fields. The table of pending applications is visible, showing the same two entries as the previous screenshot. The search input fields are located at the top of the table.

To view details about a pending application, click the **Review** button.

