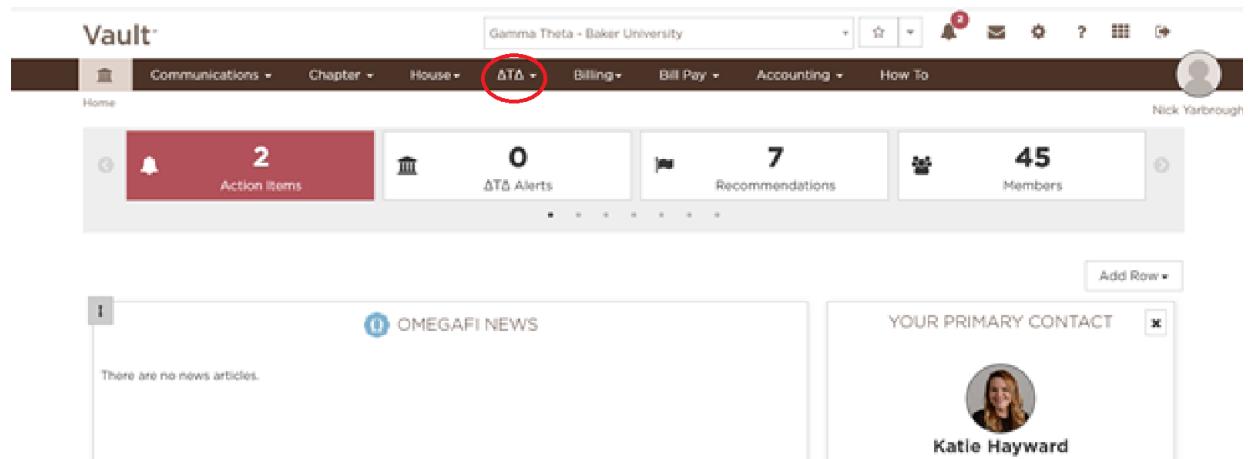
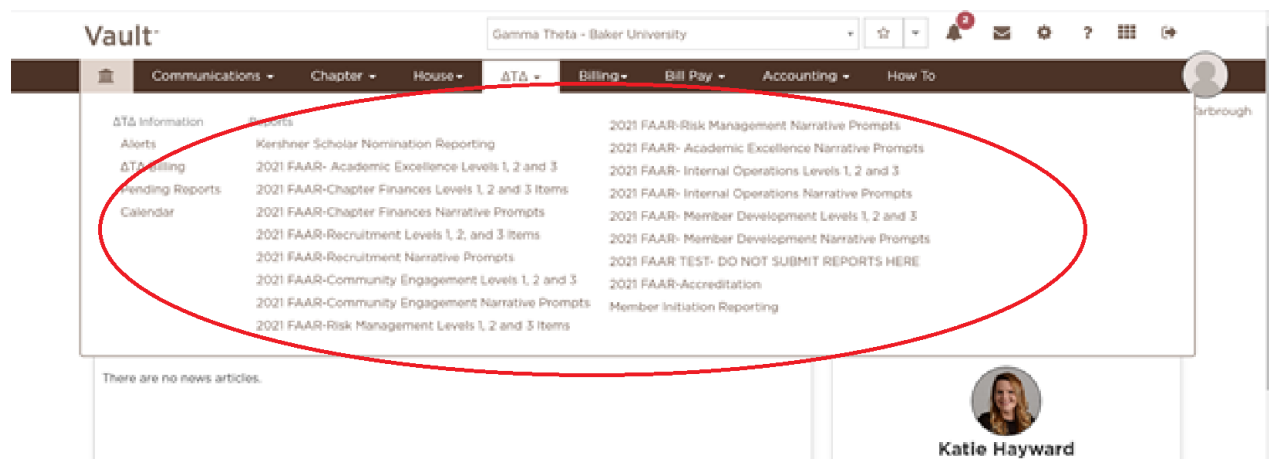


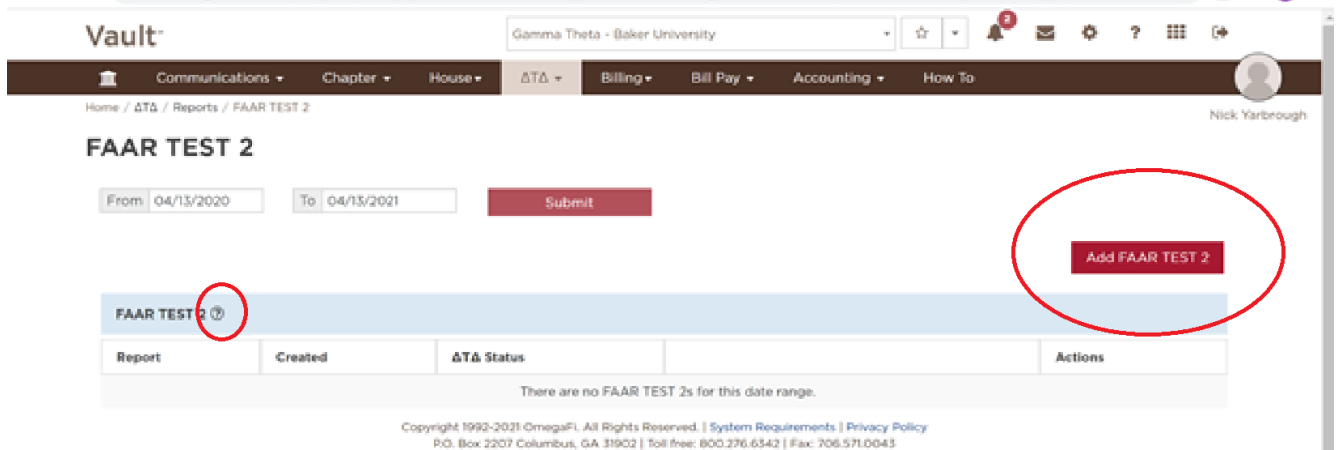
On the Vault home screen, select the DTD tab.



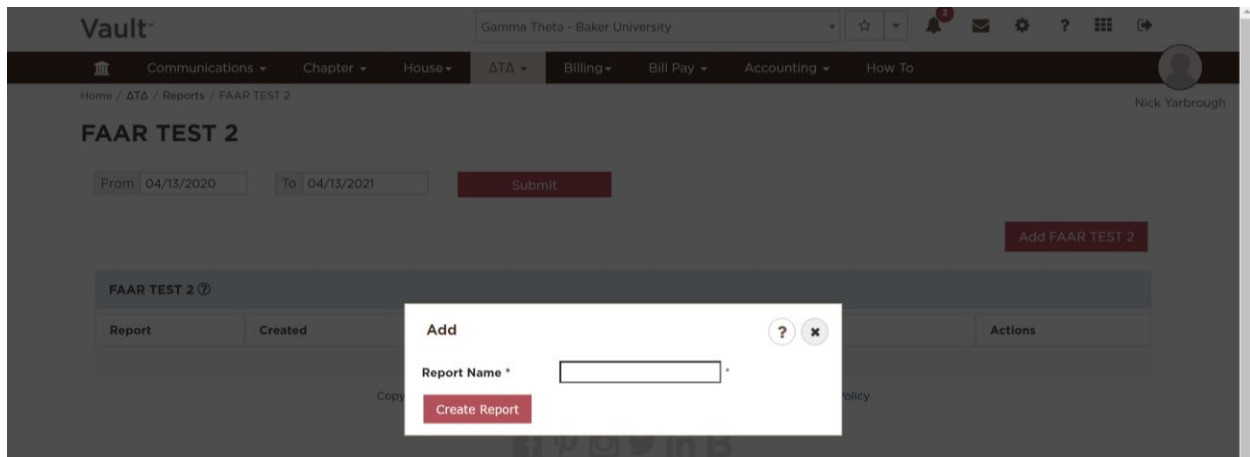
Under the DTD tab, select which report you wish to submit. Please notice that there are **2 submission portals for each awards section** (one for levels 1, 2 and 3 as well as one for narrative prompts) and there is **only one submission portal for all 4 accreditation items (2021 FAAR- Accreditation)**.



Once you are in the reporting portal, click Add “name of report”. If you have questions on what you should be submitting, click on the ? next to the name of the report in the blue bar. You can find the 2021 FAAR rubric in the Resource Center under “FAAR Information”, which will include all instructions on what documents will need to be submitted for each section.



Once you click Add (name of report) you will be able to name the report that you are submitting. For example, if you are wanting to just submit level 1 of the finance section, you could name the report “finances level 1”. Then click “Create Report”.



Once you have created the report, you can then upload documents that go with the report. Click on the paper clip icon under “Actions” and then “upload”. You can upload as many documents as necessary before you submit the report. You may also submit a Zip file with everything needed for that report. Once the chapter has uploaded everything it needs for that report, click “Submit”. Please note that the chapter will not be able to edit its report after it submits. If the chapter wishes to upload documents and not submit, the report will automatically be saved, and the chapter can revisit and add more documents later. You are also able to edit the name of the report with the pencil icon. If you wish to delete the report completely and start over, click the trash can icon under “actions”.

The screenshot shows the Vault system interface for Gamma Theta - Baker University. The user is logged in as Nick Yarbrough. The main navigation bar includes options for Communications, Chapter, House, ΔTA, Billing, Bill Pay, Accounting, and How To. The current page is titled "FAAR TEST 2" and features a date range filter (From 04/13/2020 to 04/13/2021) and a "Submit" button. A table lists the report "Finances level 1" created on 04/13/2021 by Nick Yarbrough, with a status of "No Files Attached". The table includes action icons for delete, edit, and upload. A footer contains copyright information for OmegaFI.

**FOR ACCREDITATION ITEMS ONLY:**

Please submit 3 separate reports under “2021 FAAR- Accreditation” (IRS form 990, Sexual Assault Awareness Presentation, and MRG Presentation). If the chapter wishes to submit these items before November 1, staff will review and either approve or deny each item. If an item is denied, the chapter will be provided feedback on what it needs to do in order to get the item approved and will be able to resubmit.

The screenshot shows the Vault system interface for Gamma Theta - Baker University, displaying the "2021 FAAR-Accreditation" report management screen. The user is logged in as Nick Yarbrough. The main navigation bar is the same as in the previous screenshot. The current page is titled "2021 FAAR-Accreditation" and features a date range filter (From 04/13/2020 to 04/13/2021) and a "Submit" button. A table lists three reports: "MRG Presentation", "Sexual Assault Awareness Presentation", and "IRS Form 990", all created on 04/13/2021 by Nick Yarbrough, with a status of "No Files Attached". Each row includes action icons for delete, edit, and upload. A footer contains copyright information for OmegaFI.