

Entry Portal Instructions

Submission Process

Please review the following steps to submit your entry.

If you encounter any issues as part of the submission process, please email entries@effie.org with your Entry ID#, an outline of the issue you are experiencing, the browser/operating system you are using, and any relevant screenshots of errors. Entrants are never penalized with a late fee due to technical issues.

1. Fulfill all entry requirements within the Entry Portal.

a. Not sure what you are missing?

Click on the **ENTRY CHECKLIST** tab beneath the details of your entry when in the Edit Entry View.



Edit Entry

You may continue to edit your entry until you submit. All requirements must be met in order to submit your entry. For planning and collaboration purposes, you may download a word doc of the Entry Form, including an outline of all data-points captured in the Entry Portal, [here](#).

Not Sure What Is Missing In Your Entry?

To determine what requirements are not yet met, click on the **ENTRY CHECKLIST** tab below. Missing items will be noted in red.

Note: To avoid technical issues, please do not open the Entry Portal in multiple tabs within a single browser.

Brand Name	Category	Invoice Company	Entry ID#
Effie Worldwide	Sustained Success - Products ADD TO MORE CATEGORIES	EFFIE TEST COMPANY United States	E-5756-367

Competition	Status
2021 Effie Awards United States	Incomplete

NON-PROFIT / FOR-PROFIT STATUS

Please select if the brand you are entering is a non-profit or for-profit company.

For Profit



ENTRY CHECKLIST	ENTRY FORM ESSENTIALS	ENTRY DETAILS & EXECUTIVE SUMMARY
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- b. This entry checklist will note all unfulfilled requirements in the **REQUIREMENT STATUS** column on the far right with red font.
 - a. Please note once a requirement is met, it will show OK and no longer appear in red. The requirement status (red words) indicates if a question still needs to be answered.

ENTRY FORM ESSENTIALS

ENTRY DETAILS & EXECUTIVE SUMMARY

Effort Start and End Date	• Required
Regional Classification	• Required
Industry Sector	• Required
Industry/Category Situation	• Required

- c. You are ready to submit once your status bar says **Ready To Submit**.

Testing

Brand Name
Effie Worldwide

Category
Environmental - Non-Profit / Positive Change
[ADD TO MORE CATEGORIES](#)

Invoice Company
EFFIE TEST COMPANY
United States

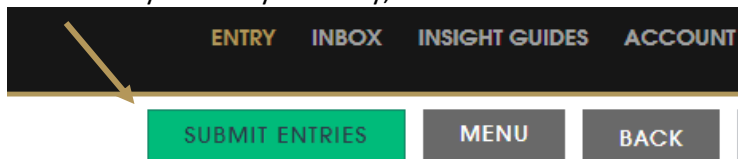
Entry ID#
E-5838-620

Competition
2021 Effie Awards United States

Status
Ready To Submit

2. Submit Your Entry

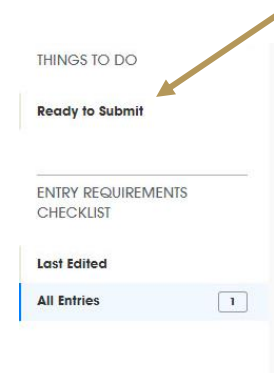
- a. Once you are ready to submit, there are two ways to proceed:
 - a. If you are in the entry form of your entry, click **Submit Entries** at the top right of your screen.



- b. If you are on the Entry Home Page, click **Ready to Submit** under the **THINGS TO DO** menu.

3. Select Entries to Submit

- a. On this page, choose which entries you would like to submit. Only entries that meet all entry requirements will be offered.



4. Purchase the Insight Guide

If you would like to purchase the Insight Guide for your entry at the discounted price of \$250 per report, add the number of entries you wish to purchase the report for via the box on the right. Then, click **Associate With Entry** to select the entry you would like the report for. The Insight Guide fee will be added to your invoice. (If you are not purchasing an Insight Guide, skip to Step #5, below.)

The screenshot shows the 'Submit Your Entry & Purchase Insight Guides' page. It features a table with columns: ITEM, DESCRIPTION, UNIT, QTY, DISCOUNT, NET, TAX, and TOTAL. The table lists 'Entries' and a specific entry for 'E-5922-485--2020 Effie Awards United States--Agricultural, Industrial & Building--Effie Worldwide--TEST' with a unit price of 1,482.50. A sidebar on the right titled 'ADD INSIGHT GUIDES' provides instructions on how to purchase feedback from judges. A yellow arrow points to a text input field for the quantity of insight guides and a '2020 Insight Guide (Time of Entry)' label.

5. Click **Continue to Submit.**

6. Provide Payment Information & Submit

a. Select the address that should appear on your invoice.

The 'Select Billing Address' modal window displays three address options. Each option includes a 'SELECT' button and an 'EDIT' button. The addresses are:

- 148 Madison Avenue, 4th Floor, New York, New York 10016, United States
- Attn: US Entries, 148 Madison Avenue, 4th Floor, New York, New York 10016, United States
- 148 Madison Avenue, 4th Floor, Attn: Global Entries, New York, New York 10016, United States

b. If needed for internal billing purposes, add information in the **Attention** and/or your **Reference** fields.

The screenshot shows the 'Continue to Submit' page for the Effie Awards. It includes sections for 'PAY NOW', 'PAY LATER', and 'EFT/ACH PAYMENTS'. Below these, there is a 'For' section with the address for Effie Worldwide (United States). A diagram shows two arrows pointing from a central point to two boxes labeled 'Attention' and 'Reference', both containing the word 'Optional'.

c. To submit your entry, you must click either:

GENERATE INVOICE & SUBMIT or **PAY NOW & SUBMIT**.

Reminder: Entry fees are locked in based on time of submission, not time of payment.

Pay Now & Submit: Select if you wish to pay now via credit card.

- a. If you are experiencing a credit card processing error, please ensure the bank does not have a limit on the number/amount of transactions in a single day. If experiencing an error on a deadline date, please use **Generate Invoice & Submit** and contact payments@effie.org with details about the error message.

Generate Invoice & Submit: Select if you wish to pay via check, EFT/ACH, or via credit card at a later date. Please also use this option if you are eligible for a discount or you do not see the correct entry fee listed.

- a. Once you click **Generate Invoice & Submit**, you can download your invoice for payment processing.
- b. **CHECK PAYMENTS:** Please include a printed copy of the generated PDF invoice when you mail your check.
- c. **EFT/ACH PAYMENTS:** Please ensure the Invoice Number is referenced in the payment notes and that email notifications are sent to payments@effie.org and finance@effie.org when the payment is processed. Effie Worldwide’s bank details are outlined in the generated PDF invoice.
- d. **ENTRY FEE ADJUSTMENTS:** Please email payments@effie.org so an Effie team member can adjust your fees before you provide payment.
- e. **PAY LATER VIA CREDIT CARD:** Once you are ready to pay via credit card, you can either click **Payment Due** under the **THINGS TO DO** menu, or click **ACCOUNT** at the top right of your screen. On your Account profile, please click on the company name/brand under **BILLING HISTORY**. All related invoices will appear with the balance due. You can then select **PAY NOW & SUBMIT**.

ACCOUNT

- About You
- Change Username
- Change Password
- Communications Preferences
- Messages

AWARDS PROGRAM

- Switch Awards Program

BILLING HISTORY

- EFFIE UNITED STATES (USD)
 - Effie Worldwide
 - UNITED STATES

My Account
Please see User Account Details below

Caitlin Sequeira

OPEN STATEMENT

EFFIE WORLDWIDE
United States

	DATE	RESEND EMAIL	PDF	TRANSACTION	AMOUNT DUE	AMOUNT PAID
<input checked="" type="checkbox"/>	Invoice	2018 SEP 12		INV-2149-267	487.50	
					(USD)	487.50

Pay Now & Submit

7. View Your Submitted Entries

Review your submitted entries via the **Submitted** section on your Entry Portal Overview page. You may also click on **All Entries** and see a list of each entry and its current status.

ENTRY OVERVIEW

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Last Edited

- Submitted Entries** 3
- All Entries** 6

FILTERS

- Categories** 6

NON-PROFIT

Effie - Testing
Effie Worldwide
E-5747-015
Submitted

SUSTAINED SUCCESS - NON-PROFIT

Effie Testing - Sustained Success Entry
Effie Worldwide
E-5757-955
Submitted

ENVIRONMENTAL - NON-PROFIT / POSITIVE CHANGE

Testing
Effie Worldwide
E-5838-620
Submitted **Submitted - Payment Due**

Submitted