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 kasia.gluszak@eaca.eu 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.

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.

ENTRY   INBOX   INSIGHT GUIDES   ACCOUNT

SUBMIT ENTRIES   MENU   BACK
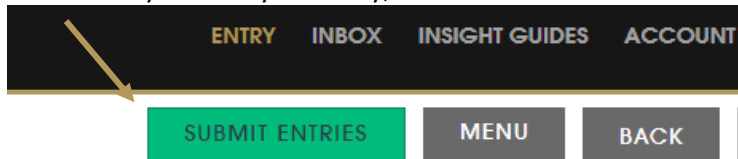
        b. If you are on the Entry Home Page, click Ready to Submit under the THINGS TO DO menu.

THINGS TO DO

Ready to Submit

ENTRY REQUIREMENTS CHECKLIST

Last Edited
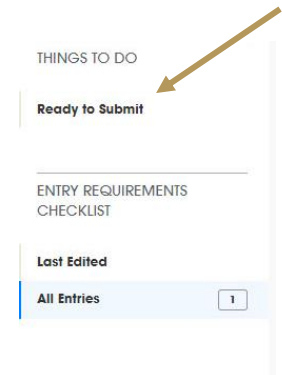
All Entries   1

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 €150 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.)

5. Click Continue to Submit.

6. Provide Payment Information & Submit

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

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

c. Please don't forget to insert the VAT number (just the digits, the country code, e.g. FR, PL, is already there) and click the verify button. If you are based outside of Belgium, this is an important step to avoid adding the Belgian VAT, the VAT on the invoice should be zero.

d. 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 kasia.gluszak@eaca.eu with details about the error message.

Generate Invoice & Submit: **Select if you wish to pay via bank transfer, 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. 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.

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.