Sponsor Portal Quick Start Guide

1. Introduction and Access
   a. This guide will cover several of the most important functionalities of the updated Sponsor Portal. Sponsors are now able to apply for accreditation of all CLE activity types using a single online form. This online form will replace all current paper forms and serve as the sole avenue for sponsor submission of accreditation requests.
   b. Access the portal by entering your username and password at the following URL: https://supremecourt.ohio.gov/sponsorportal/.
2. Activity Applications Section
   a. On the Home screen, select the Activity Applications link from the Courses and Credits column.

Accounts	Courses and Credits	Reports	Sponsor
Account Management	Credit Submission	Rank by Credit Hours	Current Status: Self-Study Established Sponsor
Account Creation	Activity Search	Rank by Activities	
Change Password	Add/Edit Credits	Rank by Attendees	Sponsor Information
	Sponsor Lookup	Credits by Batch Number	
	Activity Applications		
	Pay Fees		

   i. The Activity Applications screen houses all applications created by a sponsor.

Activity Applications

Select an application from the list or use the button below to create a new activity application.

[Create New Application]

Title Search

[Title]

☐ Show only Unsubmitted

	ID ▼	Title ⇕	Created Date ⇕	Created By ⇕	Status ⇕	Submitted Date ⇕
	520	Ethics, Professionalism and Substance Abuse	04/26/2023	Heather Huth	Under Review	04/26/2023
	521	Drafting & Reviewing Real Estate Documents	04/26/2023	Heather Huth	Pending	04/26/2023
✕	522	Ethical Complaints & How to Avoid	04/26/2023	Heather Huth	Unsubmitted	N/A

   b. Creating a New Application
      i. Click the blue Create New Application button to create a new application.
      ii. The Navigation Bar
         1. At the top of all screens, the bar shows you where you are in the application process.
         2. One you move through each screen, more options on the bar will become links.

Application Listing > **Activity Information** > Application Questions > Document Uploads > Payment

      iii. Enter the required information on the Activity Information screen and click Submit.
         1. An application may have multiple activities, but every activity on a single application must be associated with the same Activity Title.

      iv. Enter the required information on the Application Questions screen and click Submit.

          1. Once a selection is made in a dropdown answer box, you must click the "x" on the right to remove the selected answer so that all available options will reappear.

      v. Upload the required documents (PDF only) to the Application Documents screen and click Submit.

          1. A minimum of one document must be uploaded.

      vi. *If payment is due*, review the fee summary section for accuracy, enter payment information, and click Submit.

      vii. *If no payment is due*, review the activity details for accuracy and click Submit.

c. Opening/Editing an Existing Application

      i. Click the Application ID link.

      ii. If an application is unsubmitted, it will open to the last screen updated.

          1. To edit the application, click the Activity Information link in the blue navigation bar and click the Edit button.

          2. All fields may be updated; however, note that changes to certain fields will cause the Applications Questions screen to reset, which will remove all previous answers.

          3. You may add additional activities to an unsubmitted application by clicking the New Activity button.

          4. You may delete activities included in an unsubmitted application by clicking on the Delete button.

              a. You may only perform this action in this way on applications with multiple activities.

              b. To delete an entire application, go to the Activity Applications screen and click the "x" to the left of the Application ID.

      iii. If an application has been submitted, the screen will reflect that.

          1. To edit the application, click the Activity Information link in the blue navigation bar and click the Edit button (if available; see immediately below).

          2. Depending on the application's post-submission status, only some – or no – fields may be updated.

          3. If an application has already been paid, its dates cannot be changed to a date that would incur a late fee.

              a. Please contact the CLE Commission at CCLE@sc.ohio.gov in this circumstance.

d. System-Generated Emails

      i. You will receive a receipt via email once an application has been submitted.

      ii. If you have unsubmitted applications in the portal for 85 days, you will receive an email noting that the application will be deleted if not submitted within five business days.