

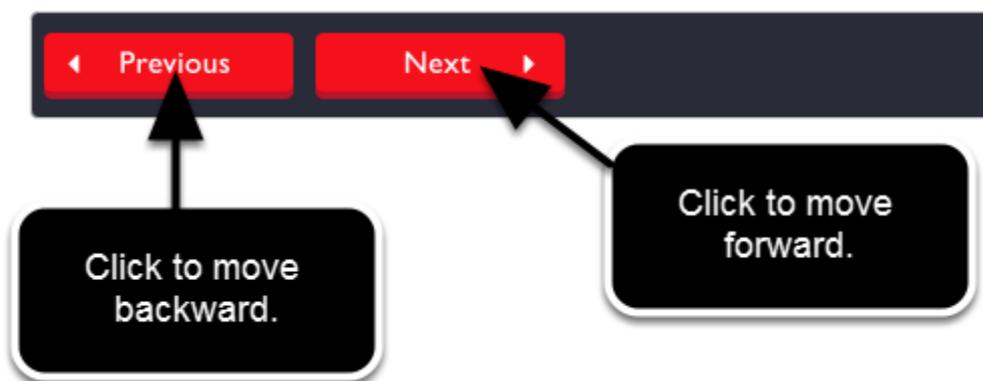
How to Submit Your OCHART Sections

OCHART must be submitted section-by-section and Section 13, Certification, must be submitted last.

This document will show you how to submit a section of OCHART.

Only Executive Directors or equivalents can submit OCHART Sections.

Use the "Previous" and "Next" buttons to review all answers to the questions in the section. Ensure that the information entered in the section is accurate and complete.



Ensure that the appropriate individuals (at least two members of the Board of Directors or other governing body that oversees the OCHART submission) have reviewed and approved the information.

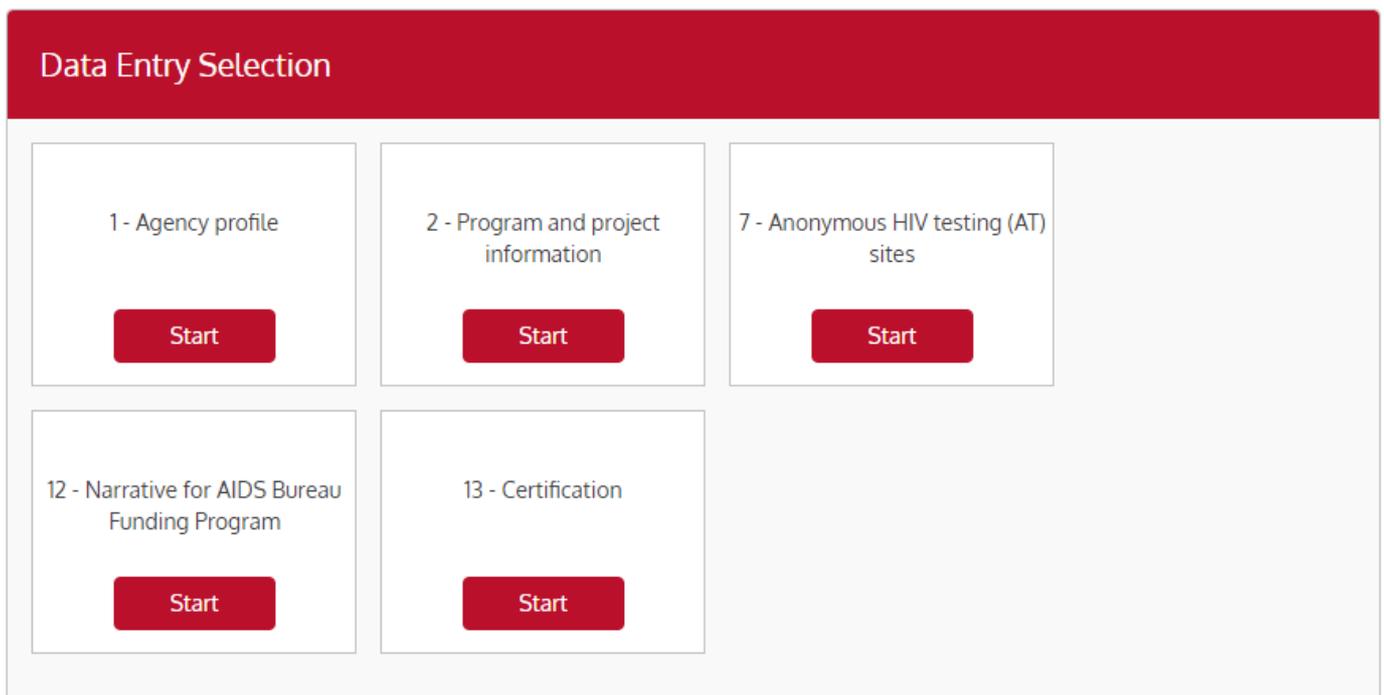
Navigate using the "Next" button to the last page in the section if you are not already there.



Click "Submit".



You will return to the Reporting Portal, which shows the OCHART Sections that you have not yet submitted. To verify that you successfully submitted a section make sure that you do not see that section on this page.



In this image, you do not see Section 3 and this confirms that Section 3 has been submitted. If Section 3 was pictured here this would mean it had not be successful submitted.