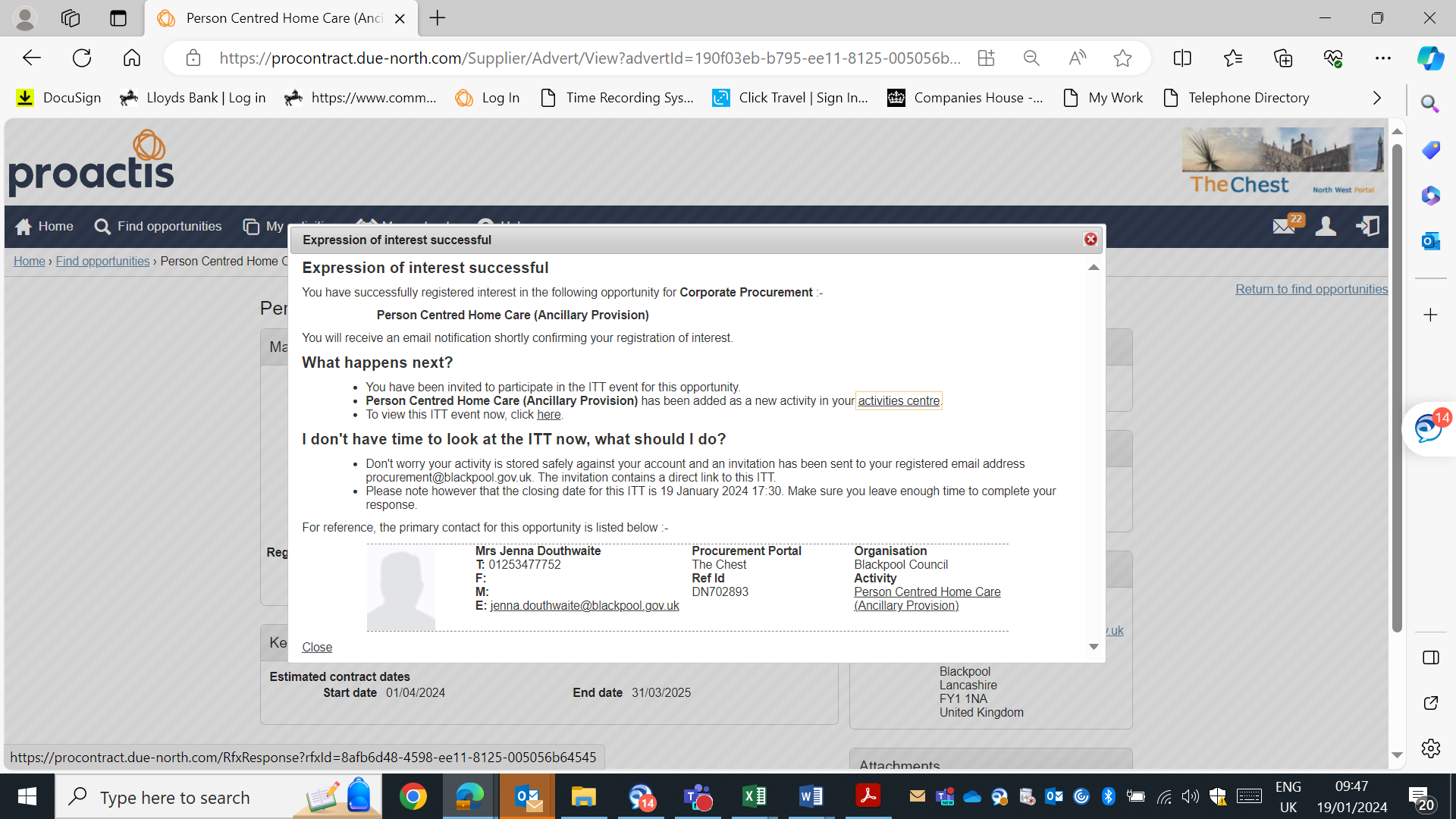
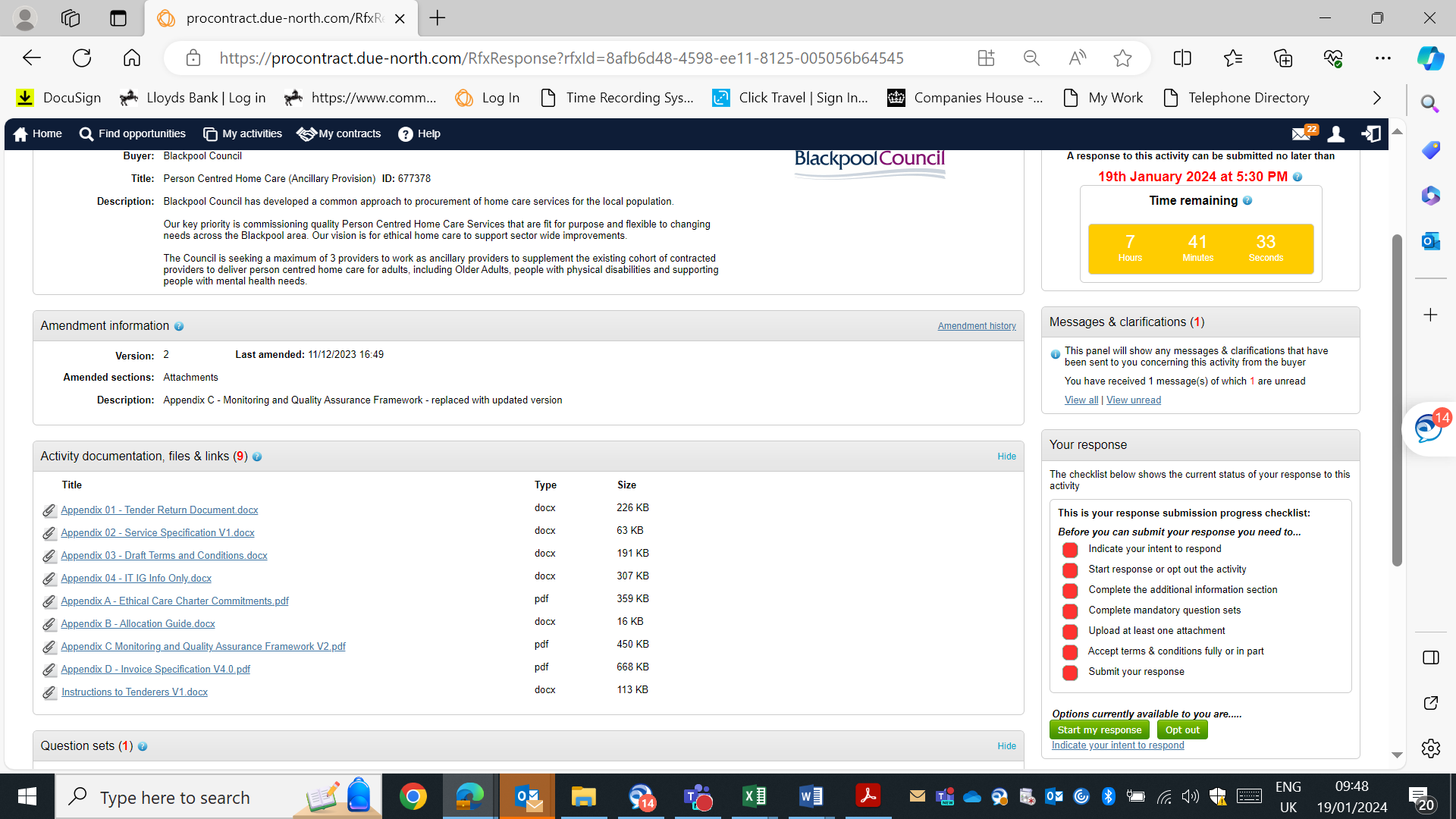


Once you follow the link for the advert you will land on this page. You need to click the green button and **“register interest in this opportunity”.**

On this page, you can also find other opportunities that are being advertised on this portal, by clicking here.

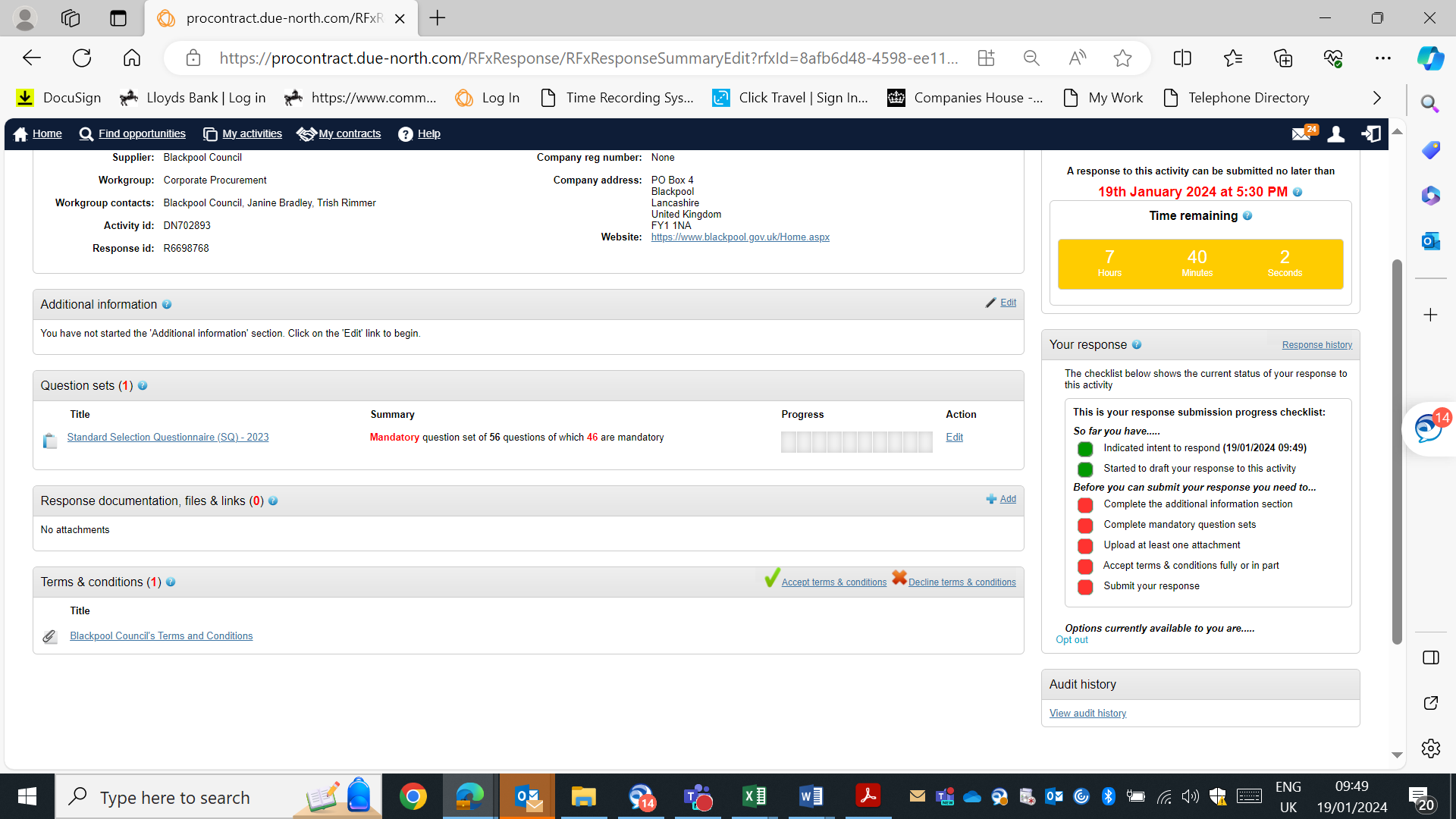


This box will now pop up and under the ‘**What happens next?’** section is where you can click **‘to view this ITT event now, click here’** to view the opportunity and all the documents.

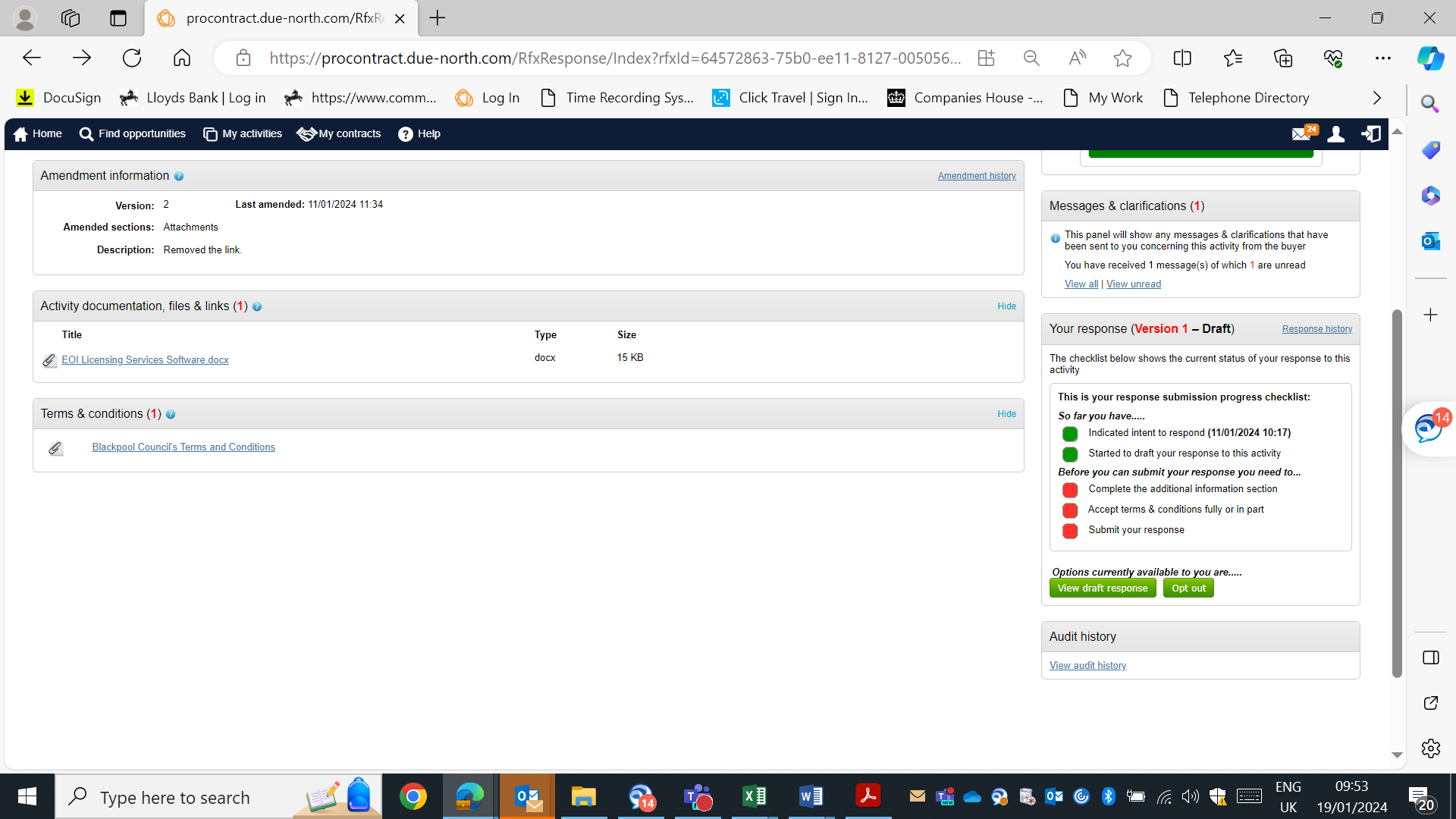


Once you come through to the opportunity you will need to click **‘start my response’**

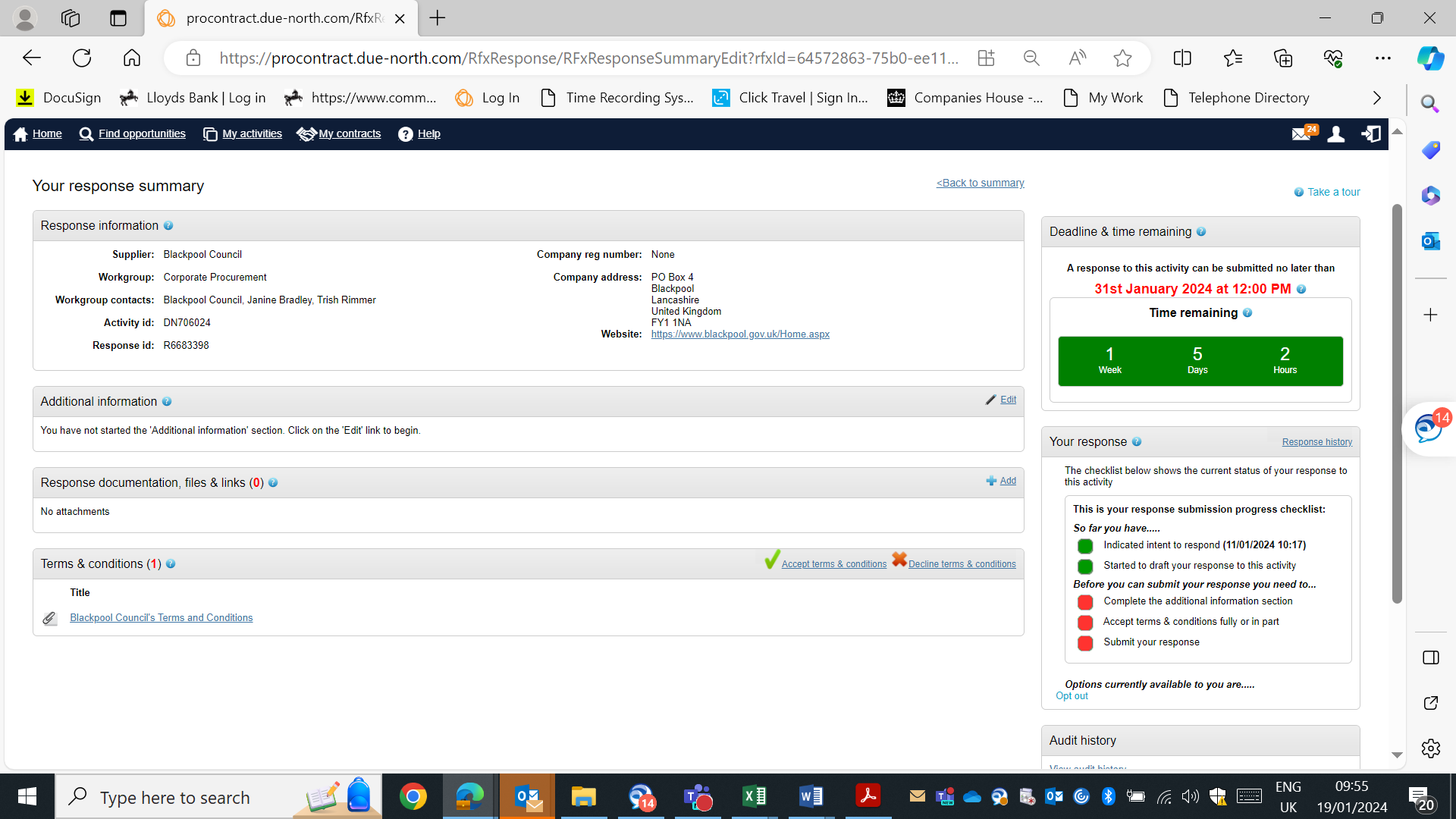
All the documents relating to the opportunity will appear in the ‘**Activity documentation, files and links’,** it is important you read all the information provided



If there is a section titled **‘Question Sets’** you will need to complete this before you can submit your response. You can do this by clicking **‘Edit’**.

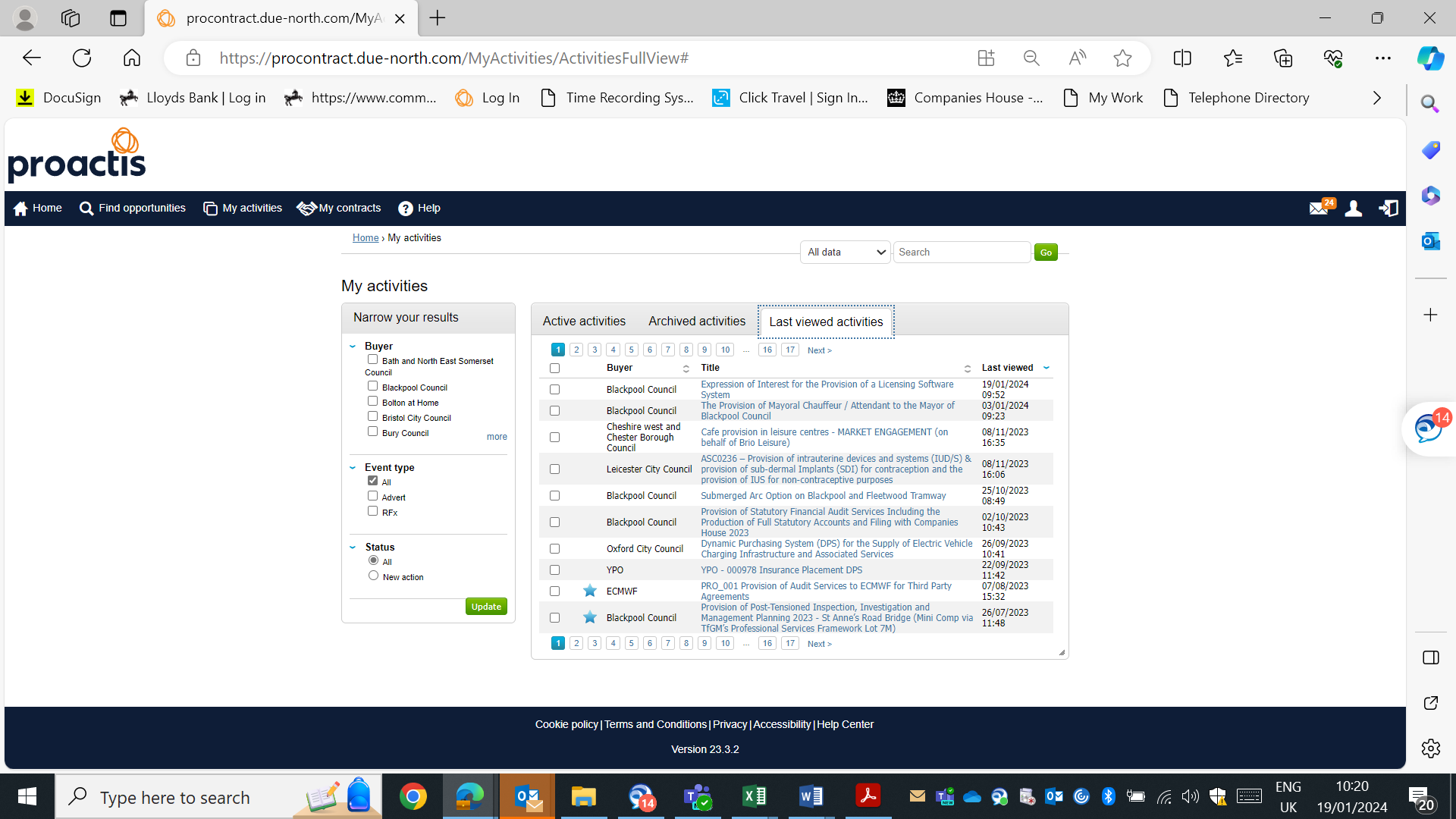


If you do not have a **‘Question Set’** section you will need to click ‘**view draft response.** If you need to raise a clarification regarding this project you can send a message to the project team by clicking here.



This is the section in where you can ‘**add ‘**your submission and supporting documentation **‘response documentation, files & links’.** You cannot submit your response until you have completed this checklist and all the list is green.

If you need to leave ProActis/The Chest at any point, you can return to the opportunity by clicking **‘My activities’** and then selecting **‘Last viewed activities’.**



There are also multiple **‘how to guides’** in the **help** section that provide you with more in-depth guides. You can find these under the **‘Frequently asked questions, Videos & Guides’**