

Submit PPR

Step-by-Step Instructions

Notes: These training videos were created the fall of 2015. The content of each screen is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use **Internet Explorer 11**.

To submit a completed PPR you will need to:

Ensure that all of the information you have entered on the PPR form is accurate and up to date.

1. **Click Save**
2. **Click on the Submission tab** and review the instructions.
3. **Click on Submit PPR Form.** You will receive a message asking you if you are sure that the PPR is ready to submit and reminding you that you cannot undo the submit action.
4. **Click OK**

The PPR was successfully submitted. The PPR is now in Submitted Status and is no longer editable.