



VALLEJO ARTISTS MUTUAL FUND

Submittable Quick Tips

- You must create a free Submittable account or sign in with your Google or Facebook credentials to complete the intake form for the [Vallejo Artists Mutual Fund](#).
- You can [save a draft](#) of your work if you would like to finish the form at a later date. Note: Intake forms must be submitted within seven days of receiving the invitation from CCI.
- CCI has enabled the submitter collaboration tool, which enables groups of applicants to work together on collective intake forms. For information about how to utilize this tool, visit Submittable's knowledge base [here](#).
- If you need to make changes to your intake form after it has been submitted, send a request to CCI to [edit the submission](#). We are generally able to accommodate these requests during the open submission period. If, however, the review process has already started, we cannot open your submission for editing.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
 - ✓ [You can download Firefox by following the instructions linked here.](#)
 - ✓ [You can download Chrome by following the instructions linked here.](#)
- All referrers will be notified by email regarding their submission status. Please be sure to [enable](#) notification emails from Submittable and check the email you used to sign up for your Submittable Account regularly.
- Visit Submittable's [Help Center](#) for answers to frequently asked questions.
- If you need technical assistance (e.g. password or upload issues), request support at: <https://www.submittable.com/help/submitter/> (located at bottom of page). Submittable's business hours are 9 am – 5 pm MT. They aim to respond within 24 business hours.