

SUBMISSION PORTAL INSTRUCTIONS

- 1. Visit https://berylinstitute.smapply.io/prog/elevate_px_2026
- 2. Click the green 'Register' button in the top right corner.
- 3. Create your account by entering your contact information and creating a password.
 - If you have an existing account from the previous Fluid Review site, you will receive a message that "An account with this email already exists."
 - You can reset your password by clicking the reset password link or create a new account using a different email.
- 4. Check your inbox, spam, or junk folder for an email with a confirmation link to verify your email address. You won't be able to submit an application until your email is verified.
- 5. Complete the steps in the email to confirm your email address.
- 6. The verification email will redirect you to the submission portal or you can visit the link from step one at any time.
- 7. Log in to the site using your recently created account information.
- 8. Click the 'View Programs' button.
- 9. Select the 'More' button under Elevate PX 2026 for the submission portal.
- 10.Click the green 'Apply' button. Note: If you would like to give someone else permission to access and edit the application, such as a co-presenter, please click the 'Add collaborator' button.
- 11.Complete the Submission Form.
- 12.Complete the Contact & Presenter Details Form.
- 13.Complete the Additional Information Form.
- 14.Click the green 'Review & Submit' button.
- 15. Review the information entered into both forms; you will <u>not</u> be able to edit the information once the application is submitted.
- 16. Click the green 'Submit Your Application' button to finish your application.
- 17. Check your email for confirmation email that your application has been submitted.