Bridgestone
Municipal Utility District

How to Manage Your Application(s)

Last Revised in August, 2024

OVERVIEW & PURPOSE

This guide shows an Applicant the step-by-step process for managing a submitted application in the Bridgestone Municipal Utility District Application Submittal Portal (Portal). All communication with Bridgestone regarding submitted applications must occur within the Application's **Communication Log** only.
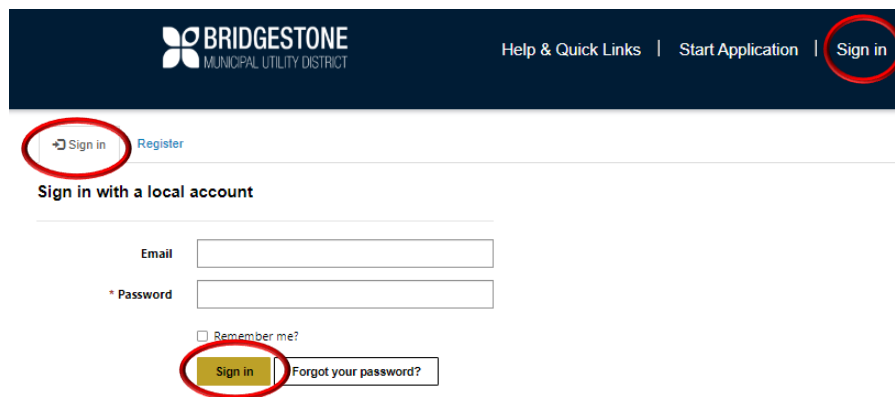
HOW TO MANAGE A SUBMITTED APPLICATION

STEP 1

You will need a registered account to submit and manage an application. If you do not have an account, please refer to the **"How to Register & Sign in"** section under the Portal's **"Help & Quick Links"** tab located on the Portal main page for more information. If you already have an account, proceed to Step 2.
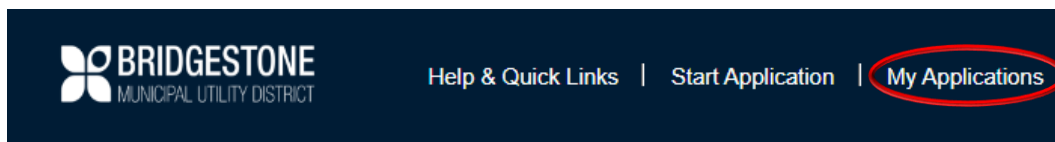
STEP 2

In your web browser, open the Portal https://bridgestoneportal.quiddity.com and sign into your account under the **"Sign in"** tab.

STEP 3

Once signed in, you will be automatically redirected to the **"Start Application"** page. From there, click on the **"My Applications"** tab at the top of the screen to locate and manage a previously submitted application.


STEP 4

From the **"My Applications"** page, you can do the following:

1. Check the status of a submitted application – **Step 4.1**
2. View the details and uploaded documents submitted for the application – **Step 4.2**
3. Communicate with Bridgestone's Application Team through the **Communication Log** – **Step 4.3**
4. Withdraw a submitted application – **Step 4.4**

STEP 4.1 - CHECK THE STATUS OF A SUBMITTED APPLICATION

To check the status of a submitted application within the **"My Applications"** page, locate the application in the list and then look at the **"Applicant Status"** column in the table. In addition to reviewing the status here, applicants will be notified via email each time the status of their application changes.
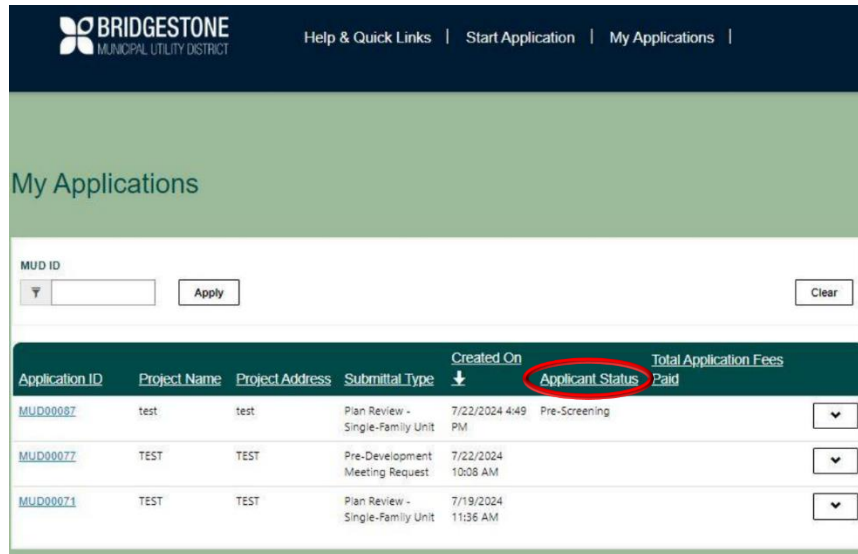
Below is a sample list of the possible Application Statuses:

- Pre-Screening
- Application Package Not Complete
- Application Package Needs Corrections
- Pre-Development Meeting Scheduled
- Pre-Development Meeting Complete
- (EW) Applicant Signature
- (EW) Quiddity Signature
- (FS) Pending Board Authorization
- (FS) Attorney Review

- (FS) Applicant Review
- (FS) Final Preparation
- (PR) Initial Review
- (PR) Needs Corrections
- Preparation
- QC Review
- Approved
- Customer Service Inspection
- Inactive/Cancelled

<u>PLEASE NOTE:</u> If you have questions or concerns about the status of your application, please contact Bridgestone's Application Team through the Application's Communication Log (See Step 4.3).

To view the details you provided for a submitted application, navigate to the **"My Applications"** page and locate the correct application. Click on the Application ID number OR click on the yellow drop-down next to the correct application in your list, then click on **"View Details."**

To view the documents you uploaded for the application, click on the yellow drop-down menu and then click on **"View Uploaded Documents."**
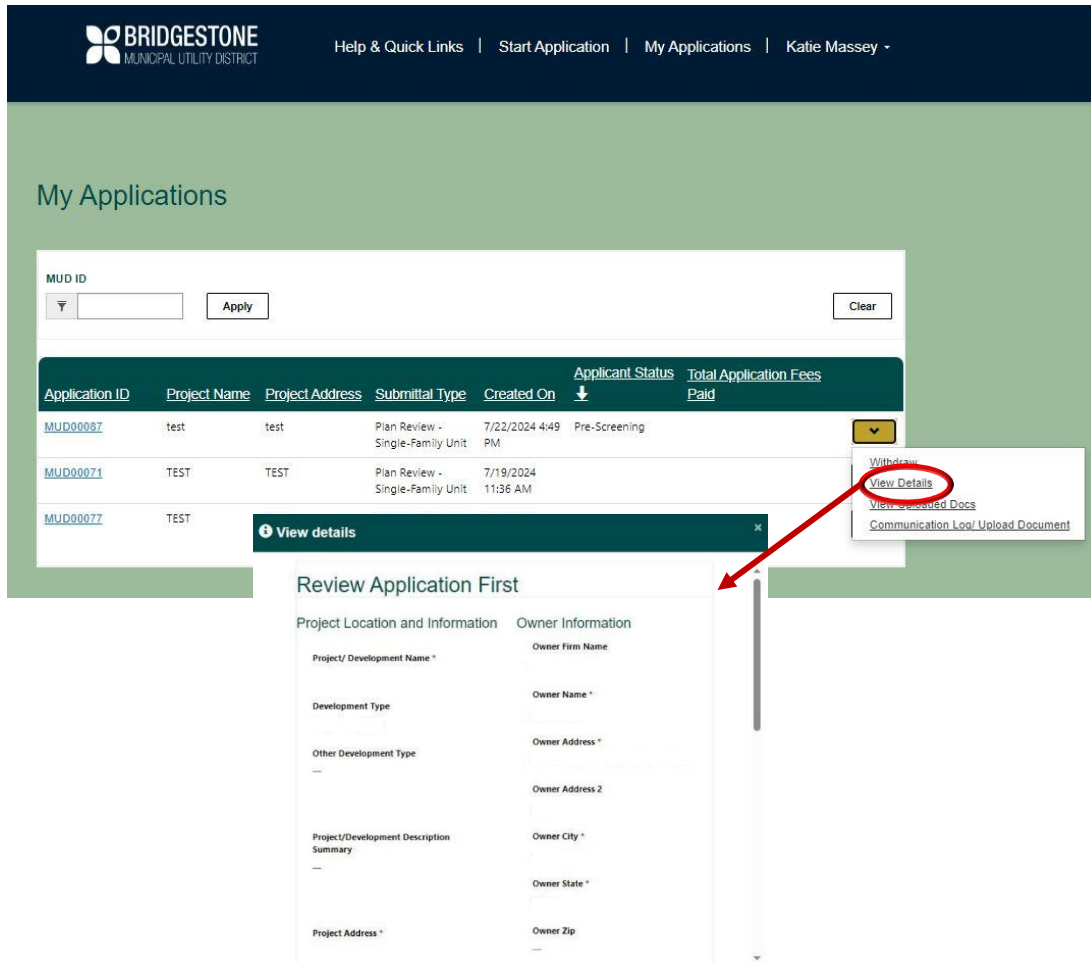

PLEASE NOTE: Once submitted, the application's information and documents cannot be changed. If you find any errors in the information or documents submitted, please contact Bridgestone's Application Team through the Application's Communication Log (See Step 4.3).

STEP 4.3 - COMMUNICATE WITH BRIDGESTONE'S APPLICATION TEAM THROUGH THE COMMUNICATION LOG

To communicate with Bridgestone's Application Team regarding a submitted application or to review comments made by Bridgestone's Application Team, navigate to the **"My Applications"** page and locate the correct application. Click on the yellow drop-down, then click on **"Communication Log/Upload Documents."**
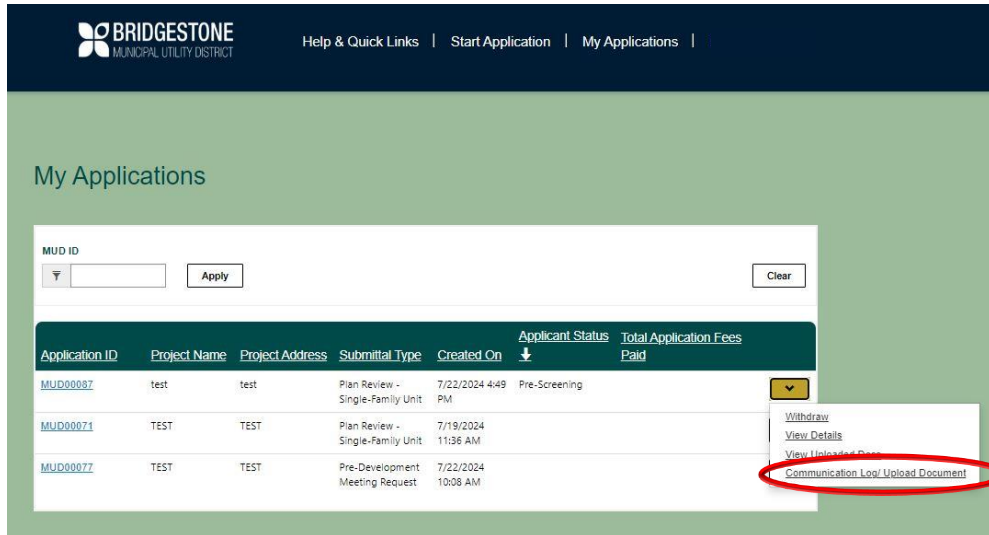
In the window that opens, you will be able to see any comments/questions from Bridgestone's Application Team and send a message or additional information. To submit a question/comment or upload an additional file, click the **"+ Add Comment/Upload File"** button. Type your question/comment in the box, choose a file (if applicable), then click the yellow "**Submit**" button.
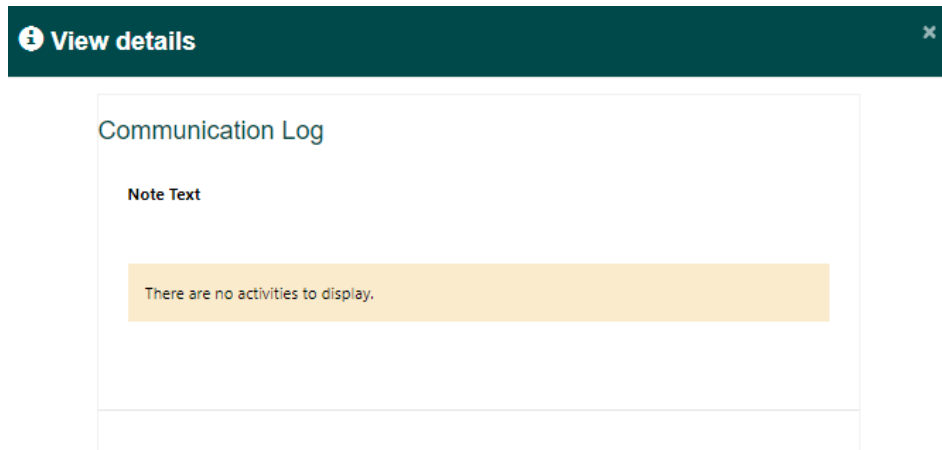
Applicants will receive an email when a Bridgestone's Application Team member uploads a document or updates/adds a comment to the **Communication Log**. Each application has its own **Communication Log**; please select the correct application from your list before accessing the **Communication Log** to respond.

<u>PLEASE NOTE:</u> The Communication Log is the only place to ask questions, make/provide corrections, or make comments regarding your submitted applications.

DO NOT SEND SEPARATE EMAILS TO BRIDGESTONE'S APPLICATION TEAM.

STEP 4.4 - WITHDRAW AN APPLICATION

If an Applicant needs to withdraw an incomplete application or one that has already been submitted, please follow the steps below.

PLEASE NOTE: If you withdraw an application, it is removed from your list. There is no way to retrieve it. If you want your application to remain active and work towards receiving approval, DO NOT withdraw it.

Locate the application you wish to withdraw by clicking on the **"My Applications"** tab at the top of the page. Then, click the yellow drop-down next to the correct application in your list and choose **"Withdraw."**
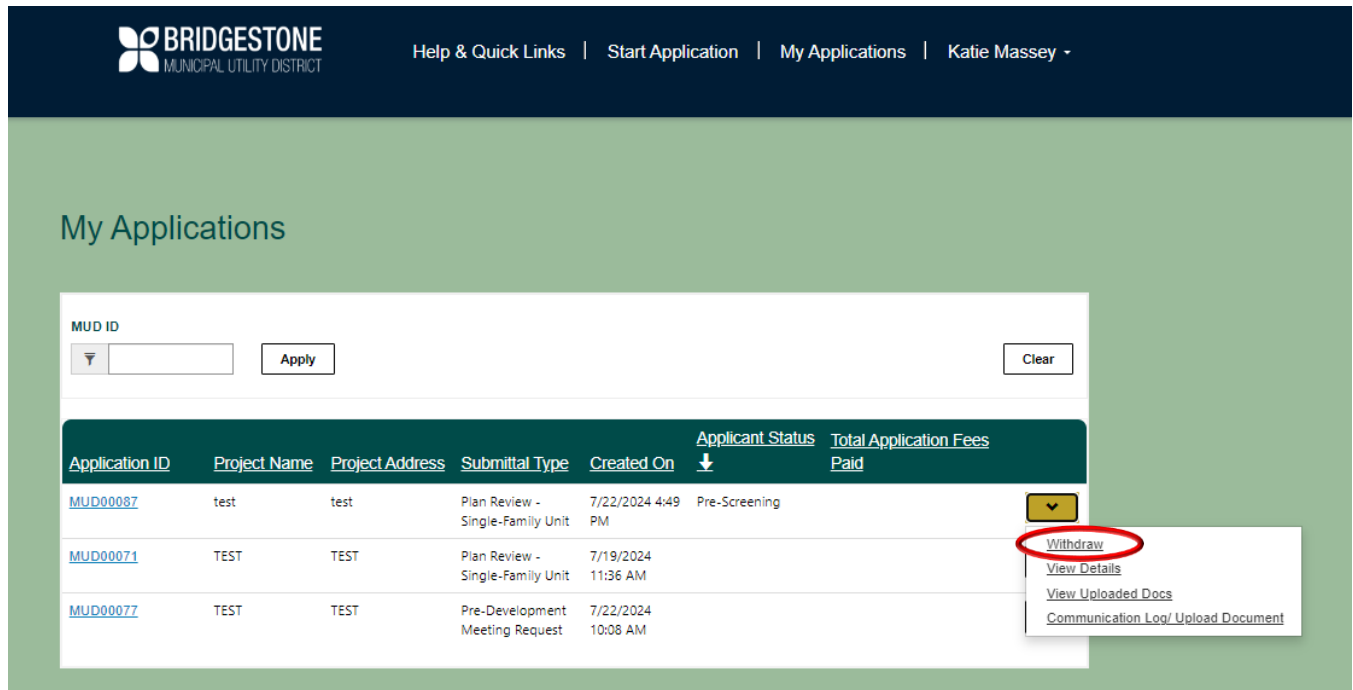
A window will open to confirm if you wish to withdraw your application. If you want to withdraw your application, click the yellow **"Withdraw"** button. Once you click on **"Withdraw,"** a banner at the top of the page will tell you the application has been withdrawn, and you will no longer see it in your list.