**How to re-notify recommendation providers**

Program staff can trigger a new notification email to an applicant’s recommendation providers that still have not submitted a recommendation.

1. Search for the applicant and click on their name to open the Applicant Summary screen.

2. In the Supporting Documents section, click on “Recommendation”.

3. Locate the ‘re-notify’ button next to the un-submitted recommendation provider’s name and click on it.

4. Click “OK” on the confirmation pop-up window. The recommendation provider will receive a notification email. Note that applicants may also re-notify their recommenders via the online application.