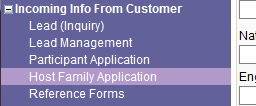
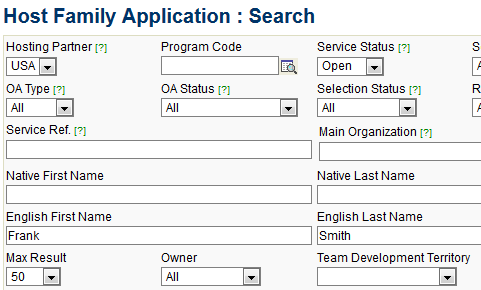
**Submitting PAF Placement Acceptance Form in Global Link**

1. Log into Global Link using your ID and Password  
2. Click on the **Host Family Application** button in the left side menu

[](https://www.afswiki.org/index.php/File:Hfapp.png)

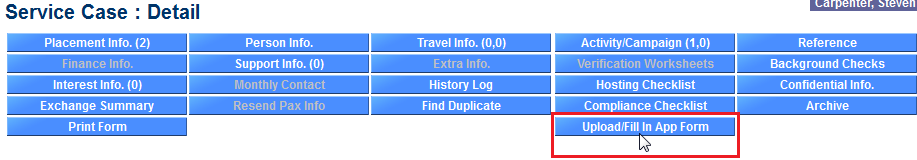
3. Use the search fields to look up the host family you are working with and click "**Search**"

[](https://www.afswiki.org/index.php/File:Hfsearch.png)

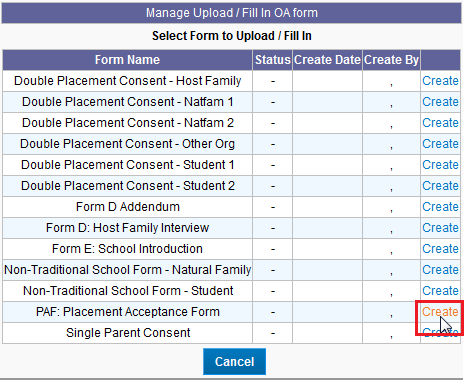
4. When the family shows up under the results click on the "**Service Ref.**" link to go directly to the applicant's service case screen

[](https://www.afswiki.org/index.php/File:Fam_lookup.png)

5. At the top of the screen, click on the "**Upload/Fill In App Form**" blue button

[](https://www.afswiki.org/index.php/File:Hosting_service_case_tabs.png)

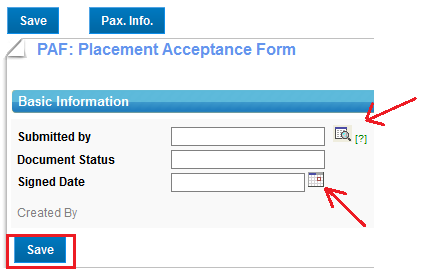
6. In the new window that opens, look for the "PAF: Placement Acceptance Form" option and click "**create**"

[](https://www.afswiki.org/index.php/File:Manage_Upload_Fill_In_OA_form.png)

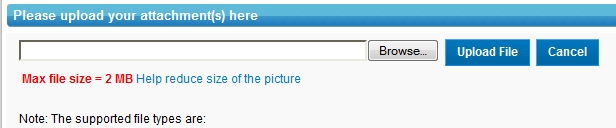
***Please Note*** *that you must have one of the following Global Link Affiliations or the* ***Upload/Fill In App Form*** *button will not be available to you.*

|  |  |  |
| --- | --- | --- |
| * NSLI-Y Phone Interviewer * NSLI-Y Interviews Coordinator * NSLI-Y Interviewer * Sending Volunteer | * Sending Interviewer * Sending Interview Coordinator * Sending Coordinator * Hosting Volunteer | * Hosting Coordinator * Hosting Interviewer * Compliance Coordinator * Chair |

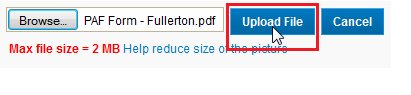
7. Fill in the "**Submitted by**" field with your name and select the date the PAF was signed (as appears on the PAF) and click "**Save**"

[](https://www.afswiki.org/index.php/File:PAF_Basic_Info.png)

8. After clicking "Save," an option to "**Upload New File**" will appear. Click "**Browse**" to search your computer for your saved PAF.

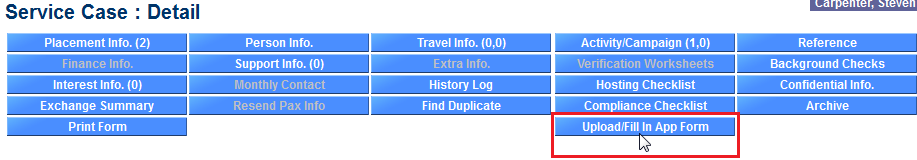
[](https://www.afswiki.org/index.php/File:Uploaddialogbox.png)

9. Be sure to then click "**Upload File**" !

[](https://www.afswiki.org/index.php/File:Upload_File.png)

10. The file you loaded should now appear. Click "**Submit**" to be done!

11. Finally, you can see that your form was submitted by going back to the "Upload/Fill In App Form" button

[](https://www.afswiki.org/index.php/File:Hosting_service_case_tabs.png)

Contact your Team Development Specialist if you have any questions or concerns.