**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



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



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



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



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



***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**"



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



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



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



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