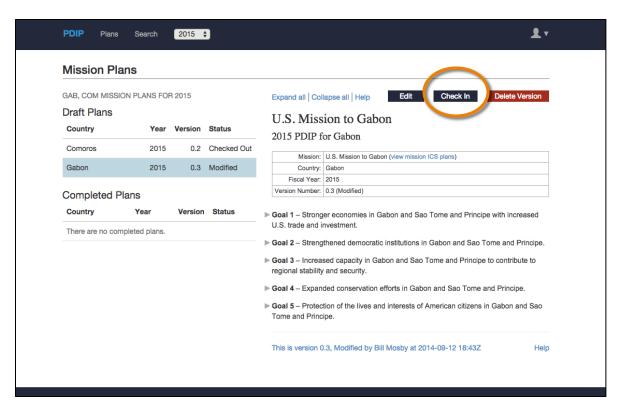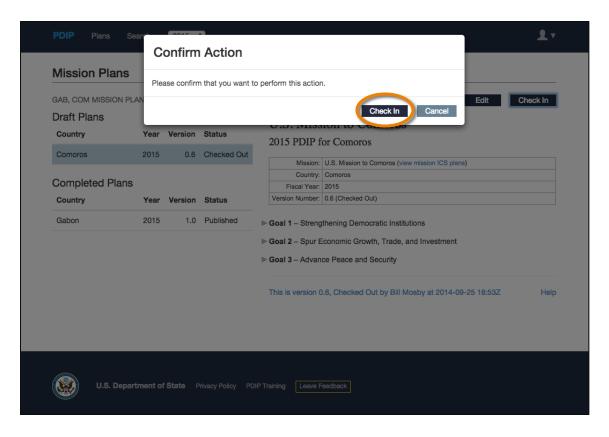# PDIP Training Module

# Checking In a PDIP

# Instructions for Checking In a PDIP



- **Check In**
- Once you have completed your edits you will be able to check in a plan.

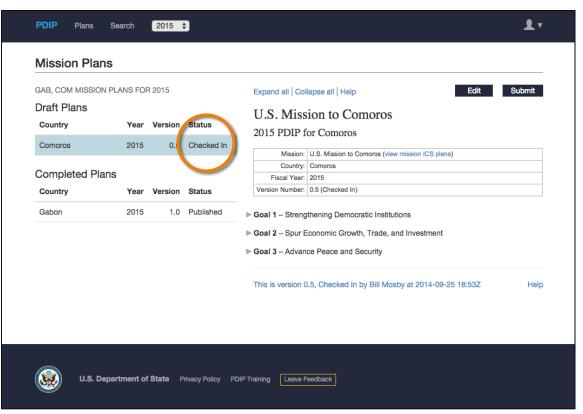*(Checking in a plan allows it to be submitted or edited by others.)*

# Instructions for Checking In a PDIP



- **Confirm Check In**
- This notification will pop up to confirm that you would like to check in a plan after you're finished working on it.

*(The status of the plan will then change from "Modified" to "Checked In.")*

# Instructions for Checking In a PDIP



- **Checked In Verification**
- You can confirm that the plan is checked in by looking to the right of the country name on the same line.

*(Once a plan is checked in it will say "Checked In" on the far right of the plan title line.)*

The PDIP Training link is located in the application footer. 

For more information, please email [PDIPinfo@state.gov](mailto:PDIPinfo@state.gov)