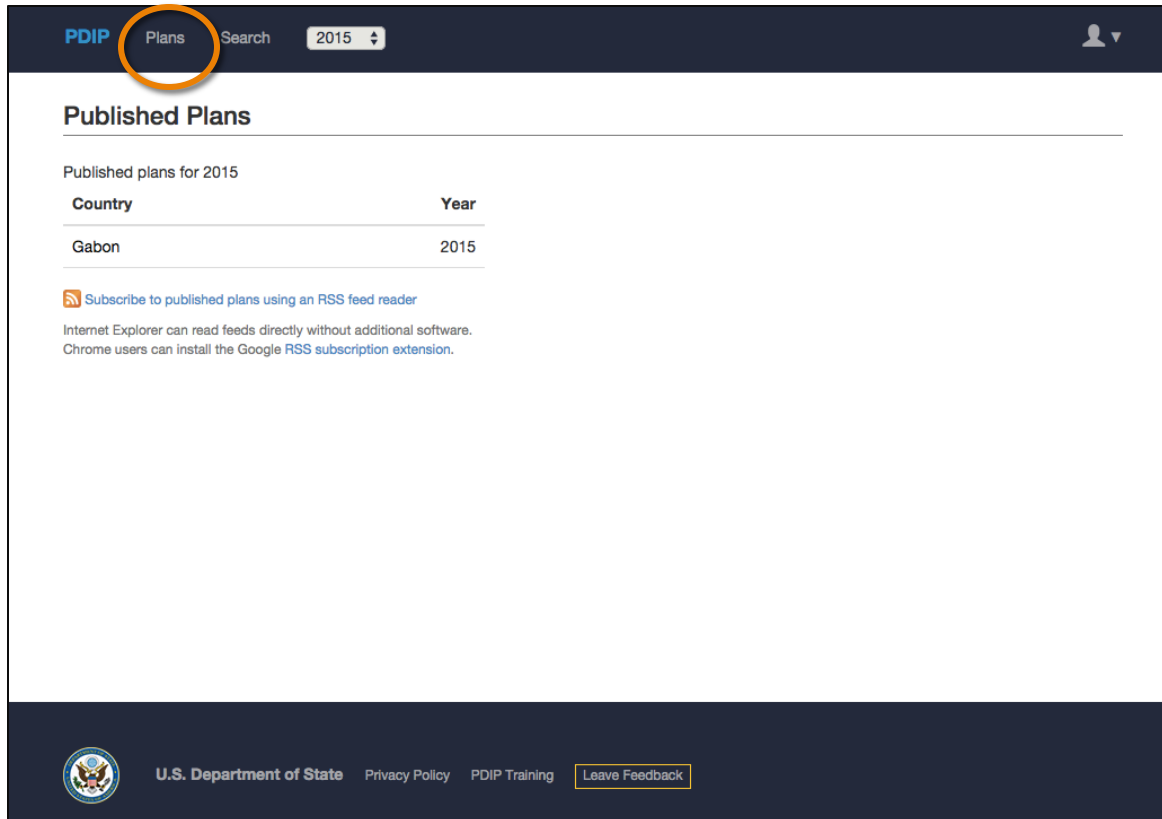# PDIP Training Module

Submitting a PDIP

Instructions for Submitting a PDIP

- **PDIP Main Page**
- Once logged into the application, you will be able to review, edit and submit plans. Click the "Plans" link on the navigation bar.

(The "Plans" link at the top left of the navigation bar will take you to a new screen where you will see your plans.)

Instructions for Submitting a PDIP

- **Checking-In to Submit**
- A plan must be checked-in in order to submit it.

(A plan must be checked-in in order for it to be submitted. Once a plan is checked-in a "Submit" button will appear at the top right next to the "Edit" button.)

Instructions for Submitting a PDIP

- **PDIP Check In Confirmation**
- This notification will pop up (shown on the next slide) to confirm that you would like to check in a plan after you're finished working on it.

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

Instructions for Submitting a PDIP

- **Confirm Action**
- You must confirm that you'd like to submit the plan before it is submitted.

(Confirming the action will submit your plan for approval.)

Instructions for Submitting a PDIP

- **Saving Edits in PDIP**
- Once you have submitted your plan, the application will take you back to your "Mission Plans" page where the status of your plan will go from "Checked In" to "Submitted."

  (Once a plan is submitted, it will go to an Approver for review.)

The PDIP Training link is located in the application footer.

For more information, please email
PDIPinfo@state.gov