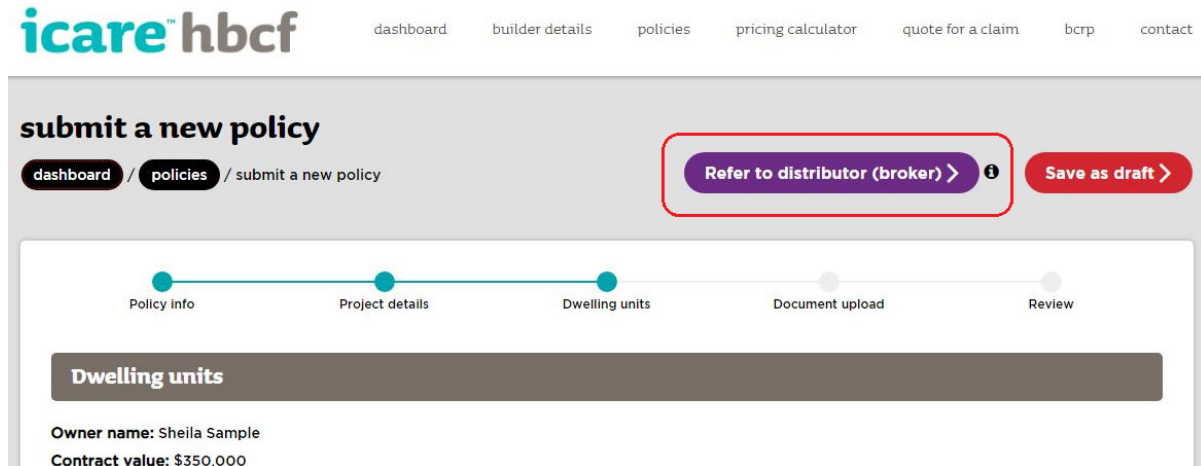


Downloading Project Application details from the Builder Self Service Portal (BSSP)

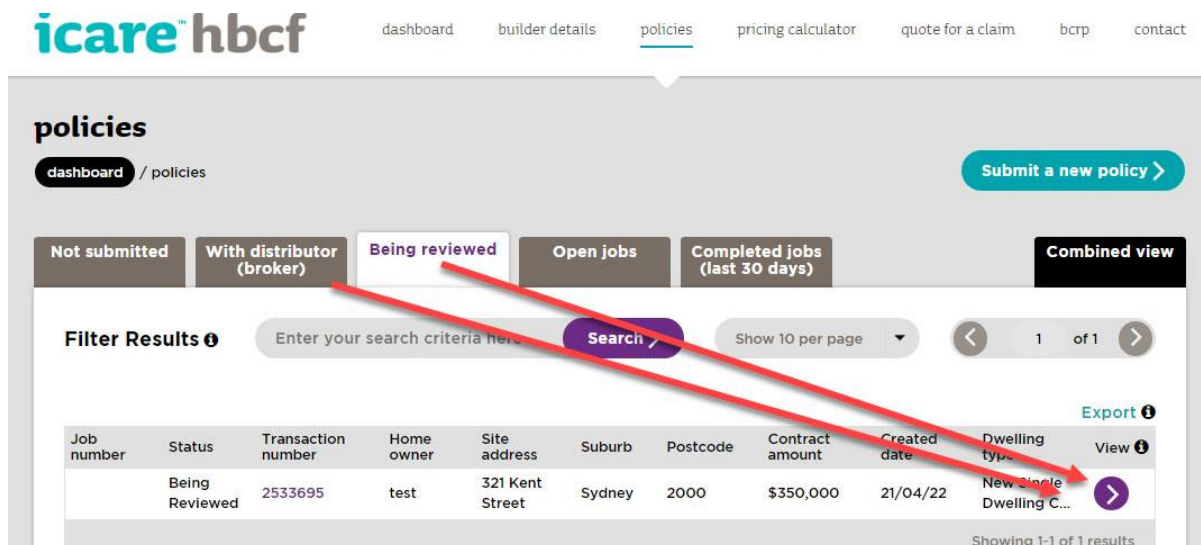
It is possible to download the Project submission details as a PDF to provide to your BCRP Service Provider, but first the completed project application must be submitted to your Broker by selecting the **Refer to distributor (broker)**> button.



Once submitted the project reclassified from the **Not submitted** tab/group to the **Being reviewed** tab/group.

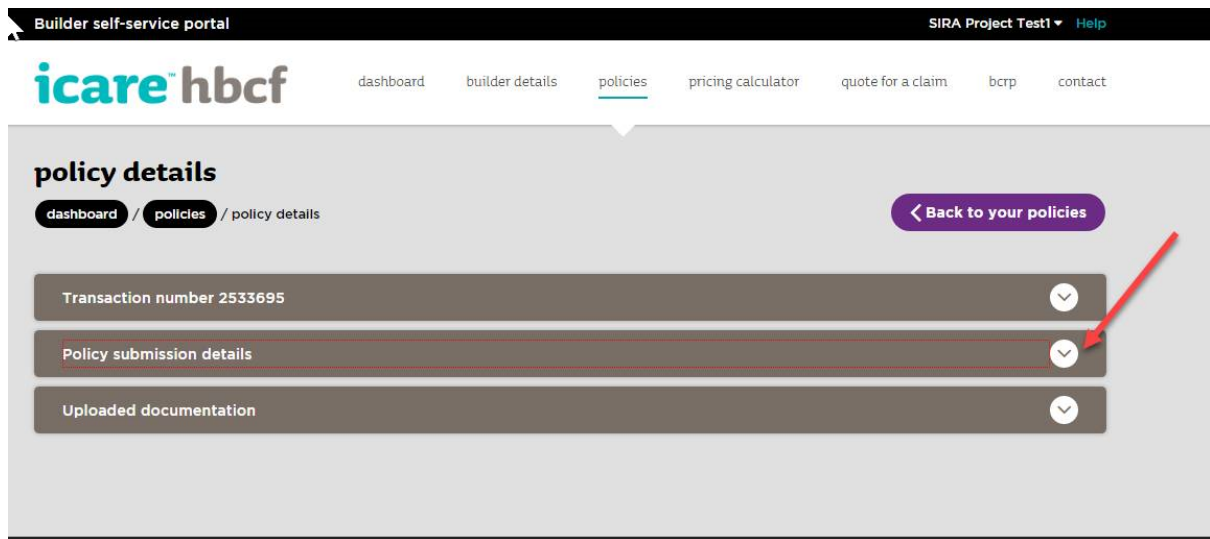
After this step has been taken you can then download the submission (or Project Application) details as a PDF by doing the following:

1. From the Dashboard select the Policies tab
2. Select the **With distributor (broker)** tab or **Being reviewed** tab (only if referred to risk manager)
3. Select the Policy's Details from the list (Refer Arrow below):

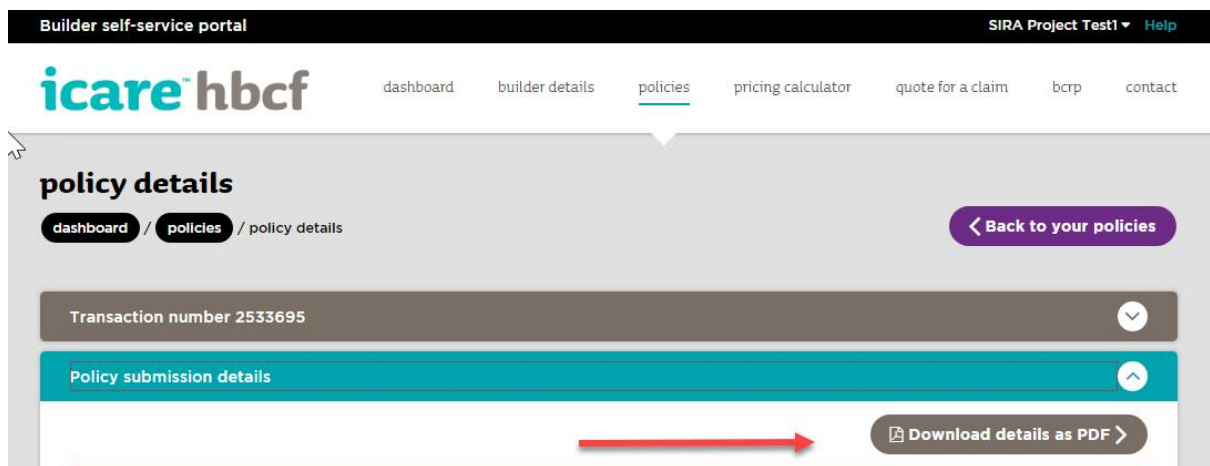


Downloading Project Application details from the Builder Self Service Portal (BSSP)

4. Select Policy Submission Details view:



5. Download details:



A file called **policydetails.pdf** (or possibly *policydetails (1).pdf*, *policydetails (2).pdf* etc.) should be downloaded to your device and can be forwarded to your BCRP Service Provider.

