SmarterSelect Evaluator Instructions – NCACPA Nominating Committee

Step 1: NCACPA staff will add you as an evaluator so you have access to review the applications.

Step 2: You will receive an email to activate your account like the email below.

From: Holly Bazemore [malito:automated.email@smarterselect.com] Sent: Monday, February 25, 2018 10:59 AM De Lisa Sodier <u>Subioin@coccpc or gas</u> Subject: [NCACPA] Evaluator Account Setup	
	Smarter Select
	Hello Lisa Seaton,
	You have been invited to be an evaluator for NCACPA.
	To activate your account, please click the link below
	Activate Account
	Or copy the link below into your browser
	https://app.smarterselect.com/create_user/new_from_pending_user? id=974122&provider_hash=2d95346cdfa140a5c8fea93d64a7829bb5d51925
	Thank you, Holly Bazemore

Step 3: Activate your account using the link(s) in the email. Please be sure to choose a password you will remember as you will need it to access evaluations. At this point, you can choose if you would like to receive text notifications when evaluations are added to your account. If you choose this feature, you will receive an automated text message when new applications are assigned to you.

Step 4: NCACPA staff will activate your review process and you will receive an email notifying you that new applications have been assigned for your review.

Step 5: Please review the information using the "access evaluations" button or link in the email or by logging in at smarterselect.com. Access to evaluations will automatically close after the nominating committee work is complete.

rom: Lorris Leonhard [mailtoaudonated email@smarterselect.com] eter: Monaya, February 76, 2013 1115 AM et: ISa Seaton Gravito (Bracaga uog) alağıet: [MCACPA] Applications Awaiting Your Evaluation	
	Smarter Select
	Dear Lisa Seaton,
	been assigned to you and are available and the tolowing program have been assigned to you and are awaing your evaluation: North Carolina Association of Certified Public Accountants Board Nomination Form
	The deadline for completing all of your evaluations is January 29, 2020 at 12:00 midnight.
	Access Evaluations.
	Access Evaluations
	Or copy the link below into your browser
	https://app.smarterselact.com/admin_evaluator_login/43454
	Thank you,

Step 6: Review all applications within your SmarterSelect account in preparation for discussion at the Nominating Committee meeting. You may print the applications if you prefer to read a hardcopy version. Within the SmarterSelect system, nominations are accessed under the "My Evaluations" header.

Step 7: Select the button indicating you have read and are ready to discuss each application and complete the process by submitting the evaluation.