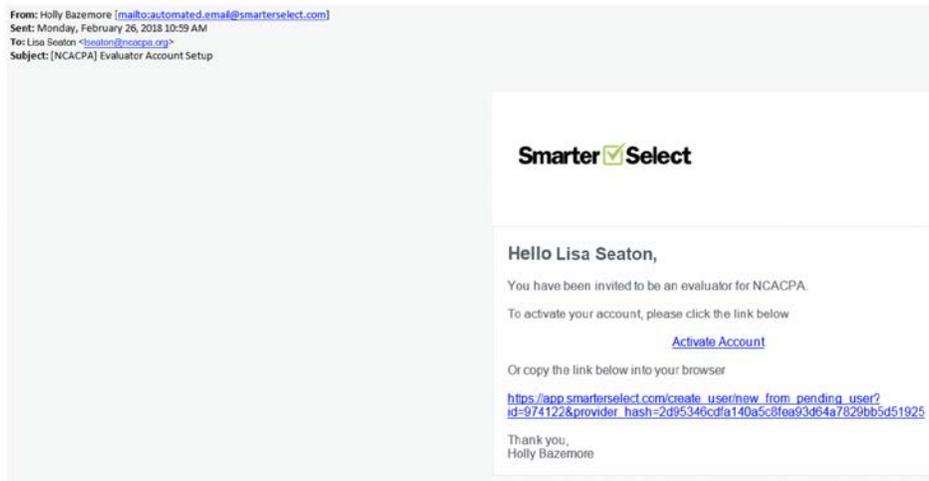# SmarterSelect Evaluator Instructions – NCACPA Nominating Committee

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.

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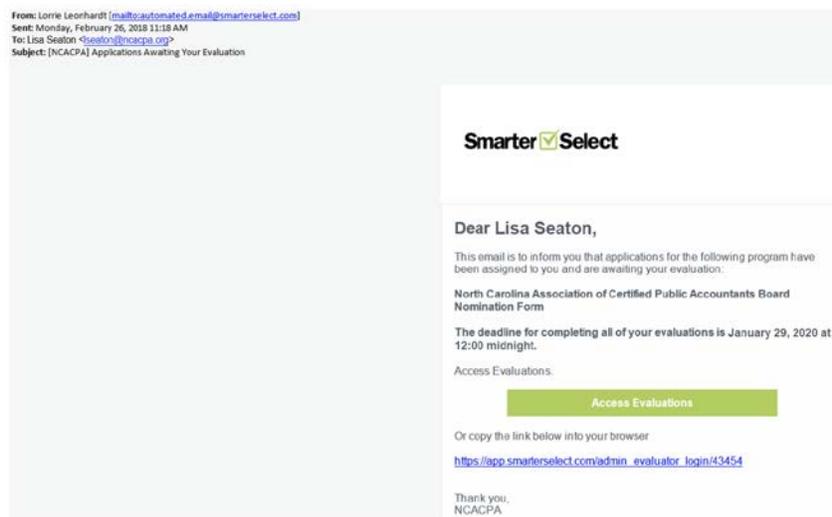
Step 6: Review all applications within your SmarterSelect account in preparation for discussion at the Nominating Committee meeting. You may print the applications if you prefer to read a hardcopy version. Within the SmarterSelect system, nominations are accessed under the "My Evaluations" header.

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