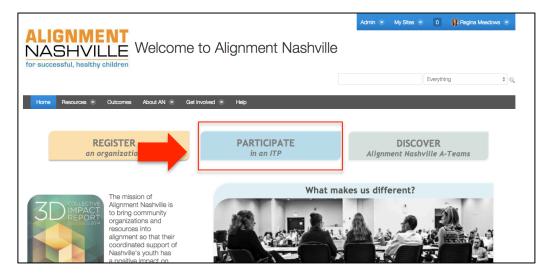


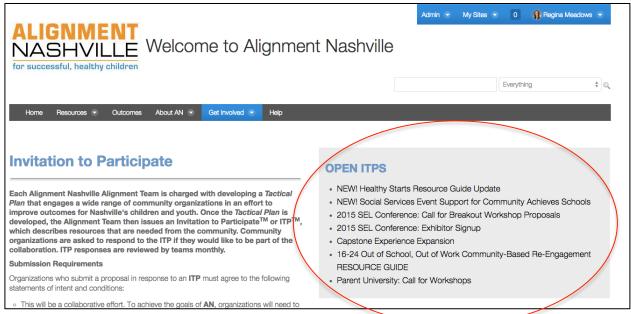
How to Respond to an ITP

Before an individual can respond to an ITP, they must have a registered user account and register their organization on ComCo.

On the Alignment website click on the **PARTICIPATE** in an **ITP** button to see a list of current ITPs.

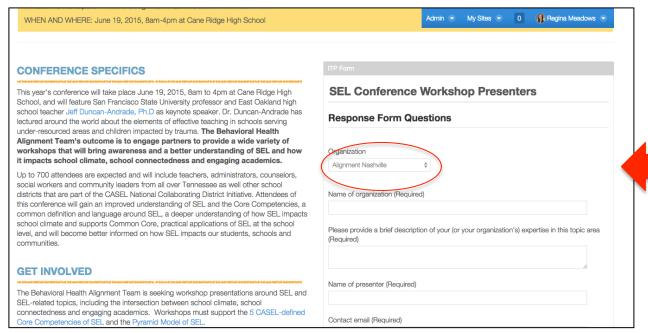


A list of Open ITPs will be on the right side of the screen. Click on the name of the ITP for more information.





The ITP page will provide a background on the ITP and what services are needed from the community. To respond to the ITP, you will need to fill out the ITP Form located on the ITP page. Select which organization you will be responding on behalf of from the Organization drop-down menu, and fill out all response form questions. When finished, click the **Submit for Approval** button at the bottom of the screen. The Alignment Team will review all submissions and contact you after the A-Team's Review Date.



If you belong to more than one organization, and wish to respond on behalf of another organization, click the blue **New Submission** link in the top left corner. Note: this New Submission button will only display after you have submitted your first ITP response.



Troubleshooting: If you are not signed in to ComCo, you will not be able to view the ITP response questions. There will be a link on the ITP response form to log in.

