

# PARKSMART SUBMISSION INSTRUCTIONS

*This document outlines how to submit a Parksmart project for review and complete other important steps of the Parksmart certification process.*

## Navigating to your project's "All Measures" page within Arc

Once your registration fee payment has cleared, you can begin documenting Parksmart measures within Arc. The **All Measures** page within Arc allows you to access each of the Parksmart measure submission pages. Once you've logged into [Arc](#), you can navigate to the **All Measures** page for your project by:

- a.) Under **Projects** on the left-hand side of your screen, select **Parking**.
- b.) A list of all of your Parksmart projects will appear. Select the appropriate project.
- c.) You should now see the **All Measures** page for your project.

***NOTE:** If you have any questions about the Arc platform or Parksmart certification process **ALWAYS** contact GBCI by replying to the latest email communication we've sent you regarding your project (This ensures that we link all communications to your project).*

## Uploading documentation for a Parksmart measure

Navigate to the measure's submission page by selecting the measure from the list on the **All Measures** page.

Once you have navigated to a measure's submission page:

- a.) Select the option(s) your project is pursuing.
- b.) Upload required documentation using the button below the words **Upload Documentation** on the right-hand side of your screen.
- c.) After uploading each piece of required documentation, click the check box next to that documentation requirement to indicate that it has been uploaded.
- d.) Indicate the number of points you're seeking for the measure within the **Parksmart Scorecard**.

***NOTE:** The Parksmart Certification Standard language for any measure may be accessed by clicking the **Measure Language (PDF)** button on the submission page for that measure.*

## Requesting a call with a GBCI reviewer

To request a call, complete the [Parksmart Call Agenda](#) and reply to the latest email communication from GBCI with the completed agenda and any supporting documentation.

Calls should be requested at least 10 days in advance of the desired call date. You may request a call at any time during the certification process.

## Paying the certification fee

Reply to the latest email communication from GBCI to request an invoice for the Parksmart [certification fee](#). Invoices may be requested up to 30 days prior to your planned submission date. Please include the Bill to Party Name, Company, Email Address and Address within the request.

GBCI will email you an invoice for the Parksmart certification fee shortly after receiving the request. A separate email will be sent to you with payment instructions.

If you do not request an invoice, you will be billed upon submission.

*NOTE: GBCI reviews won't begin until the certification fee is received.*

## Submitting for review

Once all of your documentation is uploaded to Arc, reply to the latest email communication from GBCI to indicate that your project is ready for review.

Within this email reply, attach a completed Parksmart scorecard, project boundary map and project boundary description.

GBCI will email you a review report within 20-25 business days of receiving the certification fee or the submitted documentation (whichever is received last).

*NOTE: Please do not alter any of the documents you have uploaded or selections you have made in Arc until you receive your review report.*

## Accepting review results

Reply to the latest email communication from GBCI to accept your review results as final.

*NOTE: Accepting your review results closes out your project review; you will no longer be able to submit measures for review or contest review decisions.*

## Submitting a Measure Interpretation Ruling (\$220 per ruling)

Submit a Measure Interpretation Ruling by replying to the latest email communication from GBCI with the project name, project ID, text of the inquiry, and any supporting documents.