



The Design of this User's Guide

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This User's Guide is designed to be a practical, plain language guide for the beginner— or for anyone who wants basic instructions for any of the steps you must perform when you submit using BankIt.

Each major section in this User's Guide represents one of the pages in the BankIt submission tool. In each section you will find a summary of purpose for the BankIt page and step-by-step instructions for the more detailed parts of the page. These instructions include screen captures that will help you relate the instructions you see in this guide to the BankIt submission tool pages.

At the end of each section of the User's Guide, there is a discussion of some of the common mistakes people make when filling out that particular page of BankIt tool, and how to fix them.