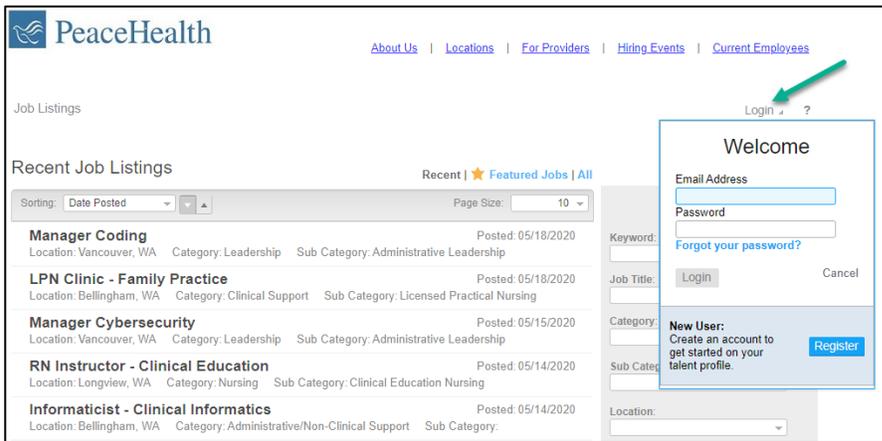


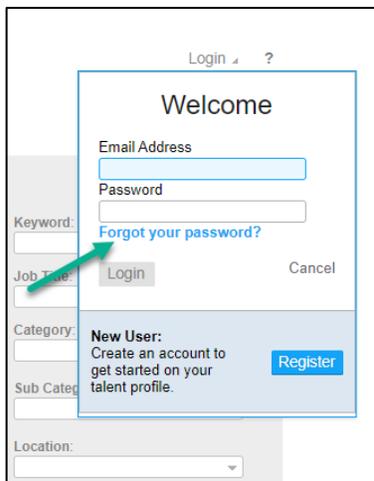
Checking Status of Submitted Applications, Editing or Withdrawing Applications

1. Access PeaceHealth's external [candidate portal](#) and select login.

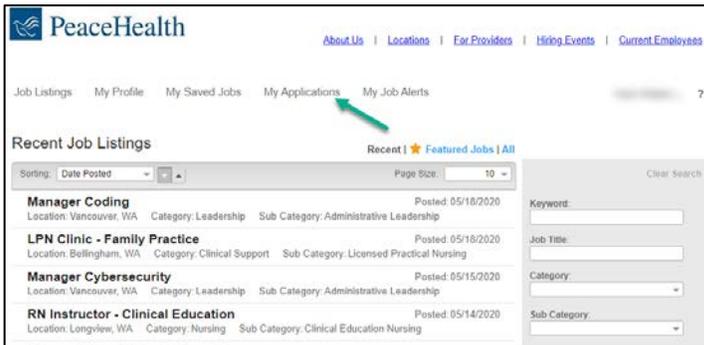


2. **Login** using your username (email address) and password.

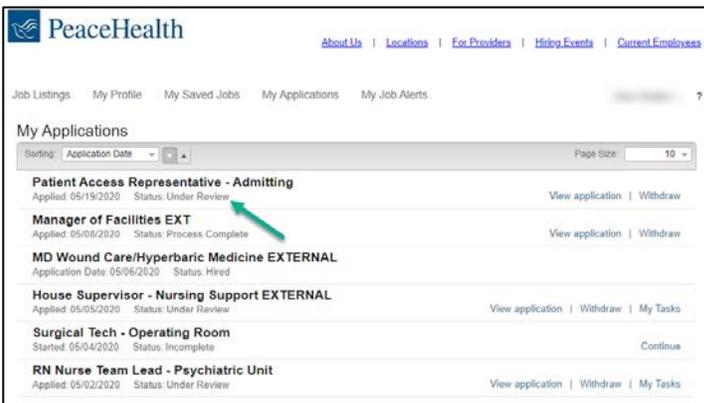
(Note: If you forgot your password, select "Forgot your password?" link to reset your password by answering three security questions you set up at time of registration).



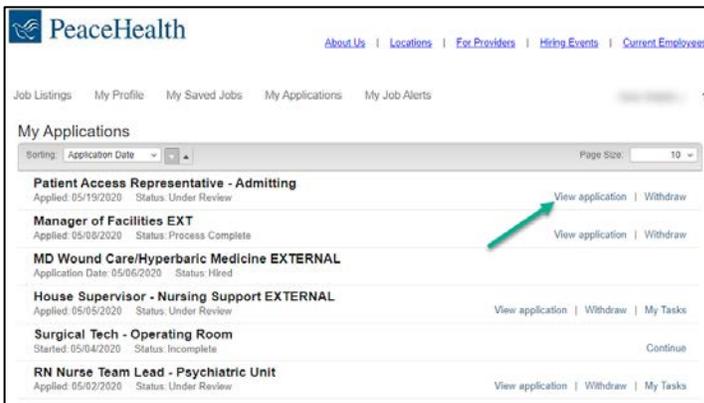
3. Select **My Applications** to find a list of all the applications you have submitted. Find the application you wish to edit/withdraw.



4. The **status** of your application is visible under the title of the position.

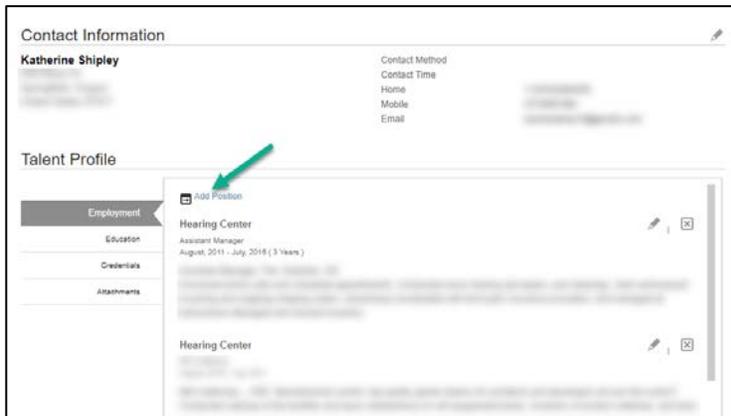


5. You can update your application by selecting **View application** from My Applications.

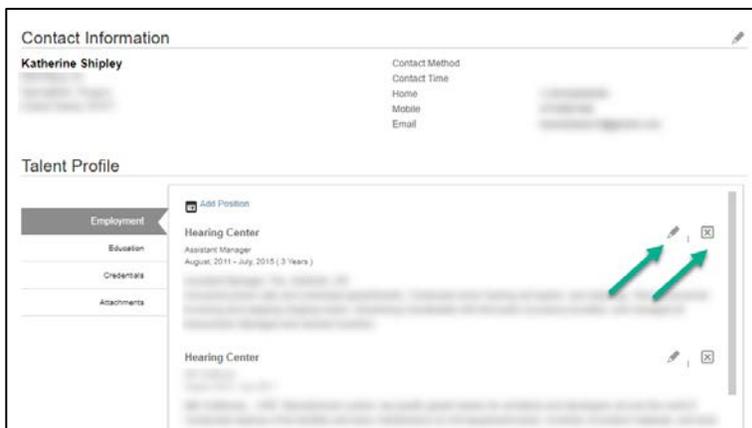


Note: Your application can only be edited if it has not been reviewed by the recruiter.

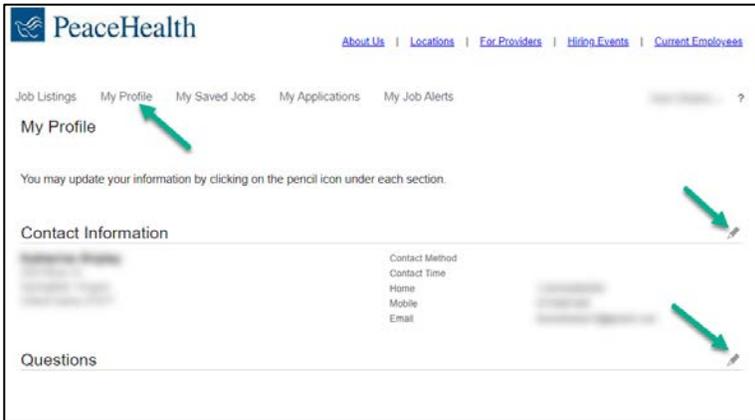
6. To **add information** to your application, select the employment tab for example and select the “Add Position” link to fill in more information. Each tab (employment, education, credentials and attachments) has a link to add more details.



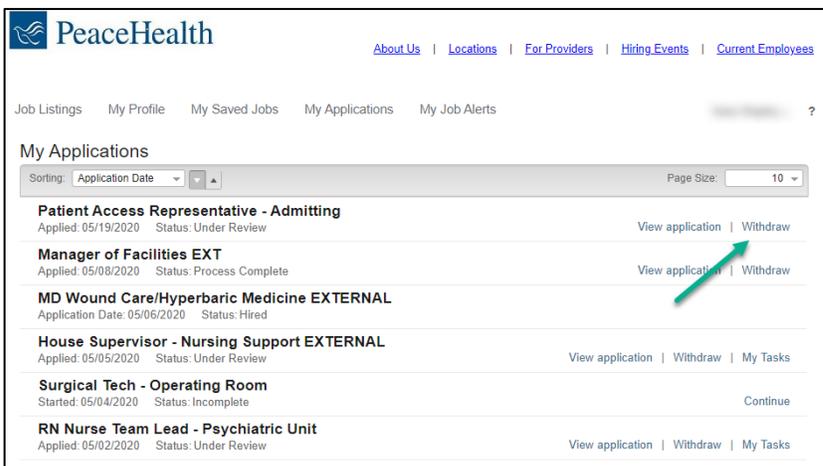
7. To **update** any existing information on your application, select the pencil icon to edit, or select “X” to delete the information.



8. To update information on your profile, select **My Profile**. **Note:** Update information at the profile level for it to flow to all future applications. This will prevent you from having to update applications every time. You will want to complete this step after registering for the first time since parsing a resume/social media flows to your profile once and needs to be reviewed/edited.



- 9. You can update contact information, profile questions, employment, education, credentials and attachments at the profile level. The next time you apply for a position, this information will flow to your application.
- 10. To withdraw from a position you no longer wish to be considered for, select **Withdraw**.



- 11. Confirm you'd like to withdraw by selecting yes.

