

How to register and complete an application

The Entrepreneur Of The Year® program celebrates ambitious entrepreneurs who are building a more equitable, sustainable and prosperous world for all.

Applications are available now at eoy.ey.com and must be submitted by March 1, 2024.

Registering an account

If you have not already created an account, you will first need to register. If you have an account, follow the instructions in the next relevant section.

1. Visit <https://eoy.ey.com> and click "Sign in." Then select "Create account" from the list of options.
 - ▶ **Are you the nominee?** Register using your own email address or sign in with a LinkedIn account.
 - ▶ **Are you starting an application on behalf of someone else in your company?** Register using your email address or sign in with a LinkedIn account.
 - ▶ **Did you receive a nomination notification from eoy.support@sbp.eyclienthub.com?** Create your account using the email address that received the notification to access your nomination.
2. Verify your account – the email address you registered with will receive an email asking to confirm the creation of your account.
 - ▶ Click the verification link in the email within 72 hours to be able to access your account. If you do not do so within that time frame, please contact your program manager to receive a new verification email.

Starting a nomination

1. Return to <https://eoy.ey.com> and sign in.
 - ▶ If you have previously received an email saying you were already nominated, follow the instructions in the Completing the application section.
2. Once you have logged in, you will be asked to tell us about yourself. You will also be asked to identify your nominee.

If you are the nominee, complete all the required fields and click "Submit." You will then be given access to the program details and a link to complete the full application.

If you are nominating someone, select "I am nominating someone else." A new set of questions will open below for you to enter details about the nominee.

- ▶ Please note that it is vital to enter the nominee's actual email address, or they will not be able to access the nomination to submit their application. Once the form has been submitted, the nominee will receive an email stating that a nomination has been created in their name.
- ▶ **If you are an assistant or PR firm filling out the application on behalf of a nominee, be sure to check the "Have you been asked to fill this form out on behalf of the nominee?" box.** Checking this box means you have been asked by the nominee to complete the full application, including financials and narratives. Regardless of who completes the application, it will not be submitted for consideration until the nominee has completed the following: registered using their own email address, verified their account, logged in, signed the terms and conditions, and clicked "Submit."

Note: if you are filling out the form on behalf of the nominee, or if you were made a delegate by the nominee and proceeded to fill out the application, the nominee will need to log in and sign the terms and conditions before final submission.

Completing an application

1. A summary of the required application information is available in the [application overview](#).
2. As you complete each section of the application, be sure to save using the icon on the left frequently, and avoid keeping the site open in your browser for long periods of time, as timeouts do occur. Please note that the most recent versions of Microsoft Edge and Google Chrome are the preferred browsers. If you are experiencing any issues, please reach out to eoyhelpdesk@ey.com.
3. Once the application is complete, the nominee must log in, open the terms and conditions section, check the box agreeing to the terms and conditions, and then click "Submit" by **midnight local time on Friday, March 1, 2024**, in order to be considered for the 2024 program. You will be unable to access the application after it is submitted. If you need to revise the application before the March 1 deadline, please reach out to the local program manager. There is an option to download a PDF copy of your application at any time, including after you have submitted.

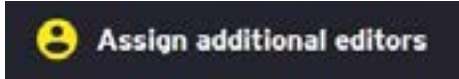


Remember to save as you complete each section!

How to assign additional editors

Once you have logged in to <https://eoy.ey.com/>, you will see your nomination. Nominees have the option to assign additional editors to work on the application with them.

1. To assign someone, click the “Assign additional editors” option (note that this option will only appear for the actual nominee)



2. You will then see a list of the users with access to your application. The nominee will be listed first and cannot be removed. Select “Add user” to add an additional editor(s).

Add additional editors
You can add, edit or delete editors to your account. you can also set access permissions for editors.

Name	Email address	Permissions
additional user	additional.user@company.com	Admin
additional user	additional.user@company.com	Admin – all pages and can grant user access

+ Add user

3. Enter the name and email address for the editor, and select their permission level.

Permission options are:

- ▶ **Admin** – access to all pages and ability to grant user access (add more editors)
- ▶ **All pages** – access to all pages on the application
- ▶ **No financial access** – access to all pages on the application except the “Financial” section

A dark blue form titled "Add additional editors" with input fields for First name, Last name, Email address, Re enter email address, and Permissions, along with Cancel and Submit buttons.

Add additional editors

First name Last name

Email address Re enter email address

Permissions

Cancel Submit

4. To remove or change editor access, simply click “Edit access” or “Delete” and confirm.



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