

# Step by step: how to complete an application



The Entrepreneur Of The Year® program celebrates ambitious entrepreneurs who are shaping the future and building a better world for all.

Applications are available now at <https://ey-eoy-us.awardsplatform.com> and must be submitted by February 27, 2026.

## Creating an account

If you have not already created an account, you will first need to register. (If you have an account, move to the next section.)

1. Visit <https://ey-eoy-us.awardsplatform.com/>
2. To create an account, enter your email address and click **Continue**.
  - You will be sent an email with a security code to complete setting up your account.
  - Once the code is entered, you will be taken to a screen to enter your name and complete registration.

## Starting a new nomination

If you have already received an email saying you have been nominated, move to the "Confirming eligibility" section.

For a new nomination, follow the steps below.

1. Return to <https://ey-eoy-us.awardsplatform.com/> and sign in.
2. Once you have logged in you will be taken to the "Enter" screen on the top navigation.



Remember to save as you complete each section!

3. Click the "**Start**" button located on the image with the header "Initial nomination."
4. Click the "**Welcome**" tab. You will be asked the name of the nominee and whether you are nominating yourself. Click **Save + Next** to continue.
5. Click on the "**About the nominee**" tab. You will need to enter the nominee's name and contact information.
  - If this is a self-nomination, enter your name and click the box indicating that you are nominating yourself.
  - If you are nominating someone else, enter the nominee's name as well as the company name and location. You will also enter the nominator details.
6. The Entrepreneur Of The Year team will review all nominations. If accepted, the nominee will receive an email that invites him/her to complete the full application.

## Confirming eligibility

1. Once your nomination is accepted, a full application form will be created and shared with you as the nominee. The information already provided in the initial nomination will be copied over, and these fields will already be populated in the full application form.
2. Note that when opening the application form, there will be two tabs:
  - Welcome – enter today's date to proceed and click save + next.
  - Eligibility – When you have responded to the information requested, click "**Check eligibility**." The program criteria is posted on ey.com.

## Completing an application (for eligible nominees)

1. Once your nomination is confirmed to be eligible, you will then see the full application form via a lineup of tabs at the top of their screen. Each tab reflects a different section of the application.

2. As you complete each section, click "Save + next" at the bottom of the screen.
  - Avoid keeping the site open in your browser for long periods of time, as timeouts do occur.
  - The most recent versions of Microsoft Edge and Google Chrome are the preferred browsers. If you are experiencing any issues, please leverage the Help section of the site or contact your regional program manager at the email address in your invitation email.
3. Once the application is complete, open the terms and conditions tab, check the box agreeing to the terms and conditions, and then click "Submit entry." Important: Only the nominee can submit the application.
4. The deadline is midnight PST on **Friday, February 27, 2026**, in order to be considered for the 2026 program. You will be unable to edit the application after it is submitted.
  - If you need to revise the application before the February 27 deadline, please contact your program manager via the email provided in the invitation to complete an application.
  - There is an option to download a PDF copy of your application at any time.

*Need help from others in your organization? Click the "+" next to "Collaborators" to invite others to help complete your application. See "How to assign a collaborator" on next page.*

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## How to assign a collaborator:

All nominees have the option to assign collaborators to assist with completing the application form.

1. Log into: <https://ey-eoy-us.awardsplatform.com>, and you will see your application form under the “**Enter**” tab.
2. You must complete the fields on the **Welcome** tab before you can add a collaborator.
3. You will now be on the eligibility tab, and you will see a “+” next to your name on the far right. After clicking the plus, a pop-up will appear.
4. Enter the collaborator's email into the field provided, and click “**View + Edit**” to confirm their access privileges.
5. Once you submit, an email will be sent to the collaborator.

## How to remove a collaborator:

If you no longer need the collaborator to assist with your application:

1. Click on “Collaborators” on the right of the screen.
2. A pop-up will appear with a list of your collaborators. Click on the three dots next to the initials of the collaborator that you would like to edit/remove.
3. Once you have made your edits, close the pop-up to return to the nomination form.

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