

**Centers and Institutes
Charter Application or Renewal
Reference Guide
Version 1.0 - July 2022**

Overview

This document will provide instructions on how to complete your charter application or renewal using the InfoReady system.

Steps to submit application or renewal

1. Go to the InfoReady home page: <https://csueastbay.infoready4.com/>
2. Click on the title Centers and Institutes Charter Application or Renewal
3. Login in using email address and password (if you have never used InfoReady you will need to create an account)
4. Once logged in you will be directed to the application form
5. On the right side of the screen you will find supporting documentation that will have all the information that you need to fill out the form. This document (C&I Application instructions) has the same information that is on the InfoReady form. All of this information will need to be filled out on the InfoReady pages.
6. You should open the C&I checklist. You may either print this document or check the boxes as you go through the application process. Make sure that you have all the boxes checked before you submit your application. This will help ensure that we do not have to send the application back for revisions and delay the time to process the application or renewals.
7. On the details section if there is an asterisk (*) next to the field you must fill in the box. If you do not have information for required sections please enter "n/a" in the box but be aware that your application must be complete.
8. You will find text boxes for sections that require more than one line of information. If you have more information than will fit in the text box, you have the option to upload your documentation. You will find the section to upload documentation in the section titled UPLOAD FILES.
9. You may save as a draft if you need to complete the submission at a later date. Or click the Submit Application button when you are ready to submit.

Questions

If you have any questions regarding submission of the Application or Renewal to the InfoReady system please direct them to:

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