

STEP 1

Institution **APPLIES** to SARA State Portal Entity to participate or renew participation in SARA

STEP 2

SARA State Portal Entity **REVIEWS** and approves or denies application or renewal

STEP 3

If approved, the institution receives invoice and **PAYMENT LINK** from NC-SARA via the NC-SARA portal

STEP 4

Institution sends **PAYMENT** to NC-SARA

STEP 5

NC-SARA confirms payment, sends **CONFIRMATION** information, and lists institution on NC-SARA website

STEP 6

Institution must **RENEW** annually to SARA State Portal Entity to maintain participation status

