**STEP 1**
Institution **APPLIES** to SARA State Portal Entity to participate or renew participation in SARA

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**STEP 2**
SARA State Portal Entity **REVIEWS** and approves or denies application or renewal

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**STEP 3**
If approved, the institution receives invoice and **PAYMENT LINK** from NC-SARA via the NC-SARA portal

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**STEP 4**
Institution sends **PAYMENT** to NC-SARA

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**STEP 5**
NC-SARA confirms payment, sends **CONFIRMATION** information, and lists institution on NC-SARA website

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**STEP 6**
Institution must **RENEW** annually to SARA State Portal Entity to maintain participation status