Accommodation Application Procedures

1. Authentication on the SASUP website (Sigarra user name and password)

2. Proceed to the application page (Accommodations -> Applications)

3. Click on the "New Application" button

4. Fill in the required fields:

   a. In the table click on the symbols in the "Edit" (*Editar*) column to access the forms.

   b. At any time, you can check which data is missing or needs to be corrected by clicking on the symbols in the "Status" (*Estado*) column.

5. The application can only be submitted if in the "status" information there is no message mentioning "ERRO" (as above). So, you will be able to submit your application if in the "status" column you have any of the messages presented below:

6. Submit the application

NOTE: you can translate the page into English in order to help you fill in the forms, however before you submit the application you must go back to the page in Portuguese in order to submit the application successfully.