

Missionary Cooperation Plan (MCP) Application Guide

Welcome! This guide will help you submit your MCP application, upload required documents, and communicate easily with the Mission Office through Submittable.

What is Submittable?

Submittable is an online platform where you can:

- 1 Submit your MCP application
- 2 Upload required documents
- 3 Receive updates and parish assignment and MCP application decisions
- 4 Communicate directly with the Mission Office

Step 1: [Create or Sign In to Your Submittable Account](#)

Submittable works best on the latest versions of Google Chrome, Apple Safari, or Mozilla Firefox.

- 1 New user? [Create your account here](#)
- 2 Already registered? [Log in here](#)
- 3 Forgot your password? **Easy reset at login page**

Step 2: [Start Your Application](#)

- 1 Use the application link provided to access the form.
- 2 Sign in (or create an account if you don't already have one).
- 3 Fill out all required fields on the application page.
- 4 When finished, click Submit at the bottom.

You'll receive an email confirmation once your application is submitted. (Tip: Be sure to use an email address you check regularly.)

[Saving and Returning to Drafts](#)

- 1 Automatic Save: Your work saves automatically as you go.
- 2 Manual Save: You can also click Save Draft at the bottom.
- 3 To Return Later: Log back into Submittable → Drafts → Select your application.

If the Submit button doesn't work, check that all required fields are completed.

Withdrawing a Submission

You can withdraw your application at any time. [Follow these steps to withdraw a submission.](#)

Technical Assistance

- 1 Submittable Support: Available Monday–Friday, 9 a.m.–5 p.m. (MDT). [Submitter Technical Support](#)
- 2 Help Guides: How to Submit an application • Withdrawing a Submission
- 3 Mission Office Contact: missionoffice@rcbo.org

With this guide, you should be ready to create your account, complete your MCP application, and get support when needed.