SAVVAS
LEARNING COMPANY

Welcome to the Savvas Learning Subscription Worktext Self-Service Portal

When you order Savvas digital products that include consumable worktexts, you will receive the same quantities of those worktexts shipped on the same date, to the same location(s) for the life of your digital licenses. This site enables you to make changes to the worktext shipment(s) such as changing quantities for each of your grade levels or updating shipping dates or location(s).

This Worktext Customer site will allow you to manage the following:
- Update worktext quantities to redistribute worktexts among grade levels or locations (not increasing total count). If you need to increase your total count, contact your sales representative.
- Update Ship Date(s).
- Update Shipping Addresses or Attention Line.
- View orders previously submitted and check on status.

If you have additional needs or want some assistance, please go to the [Worktext Customer Service Site](#) to contact Customer Service.
- If you have one of the following needs, go to the [Worktext Customer Service Site](#) and select "Something else".
  - You need to add a school to your account. To allocate worktexts to a school that was not on your original order, you will need to contact Customer Service to have that school added to the worktext database.
  - You need 2 years' fulfillment in the same calendar year.
  - You need to cancel your subscription.
  - You need to add/change delivery instructions or order packing needs that your school or district requires.
- You can also call Customer Service at 800-848-9500 for assistance.

This guide illustrates steps for navigating through the Savvas Worktext site. If you have been on this site before and just need a refresher, you may review the four summary steps below or click on any of the topics in blue to see detailed steps for a specific task in the process. If you are new to the site, it will be helpful to review the whole document beginning with Create an Account.

Steps to review and update your upcoming worktext order:
1. Select your School and Discipline & Program on the Main Menu screen.
2. In the "I want to" dropdown list, select View all Worktext Quantities by Grade for the next Ship Date, and review the quantities currently selected to ship for each grade level.
3. If you need to make changes: Go to the Update Worktext Quantities by Grade for School/District page to update quantities. Go to Update Worktext Worktext Shipping Date for all Orders page to update shipping dates and/or, go to Update Shipping Address/Attention Line to change shipping addresses.
4. After making your changes, go back to the View all Worktext Quantities by Grade for the next Ship Date to see the changes you submitted.

[Access the Savvas Worktext site:](#)
1. [Create Your Account](#)
2. [Log in](#)
3. [Main Menu & Navigation](#)

[Make your updates:](#)
4. [View All Worktext Quantities by Grade for the Next Ship Date](#)
5. [View All Upcoming Worktext Orders By PO for Current Calendar Year](#)
6. [Update All Worktext Quantities by Grade for School/District](#)
7. [Update Worktext Shipping Date(s) for All Orders](#)
8. [Update the Shipping Address/Attention Line for School/District](#)
9. [View Warehouse Packing Instructions/Delivery Instructions](#)
10. [View Previous Orders by Ship To Location](#)
11. [Update Worktext Quantities by Grade by Order](#)

Access the Savvas Worktext Site:

It is important to note that following the steps to make edits to your worktext orders will result in pop up notifications. Please ensure your pop up blocker is turned off so you can confirm your changes.
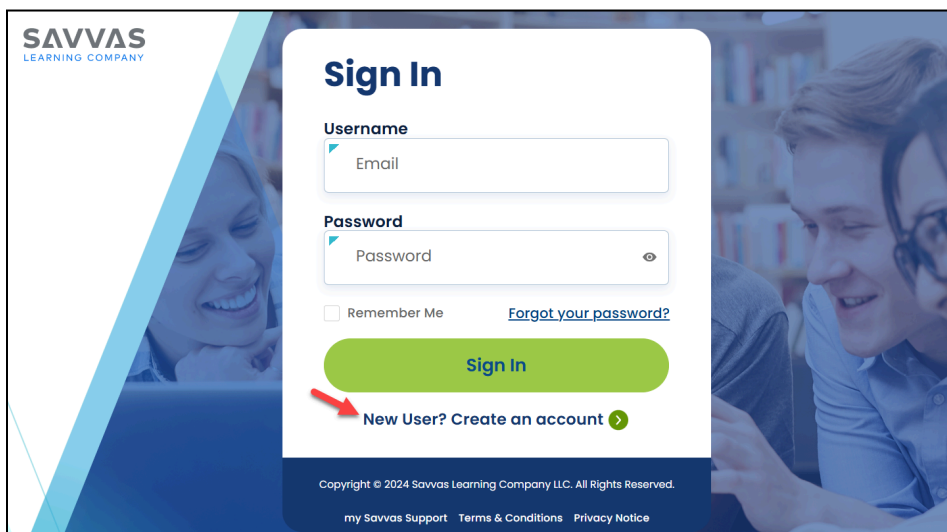
1. Create Your Account

Creating a Savvas Worktext Account registers you as a user and enables you to update your worktext orders. You will also receive email reminders 60 days before you need to place your order each year. **Only registered users with a Savvas Worktext Account will receive email reminders to update worktext orders.** Reminder emails will be sent to the Principal and Assistant Principal at schools that do not have a registered user with a worktext site account.
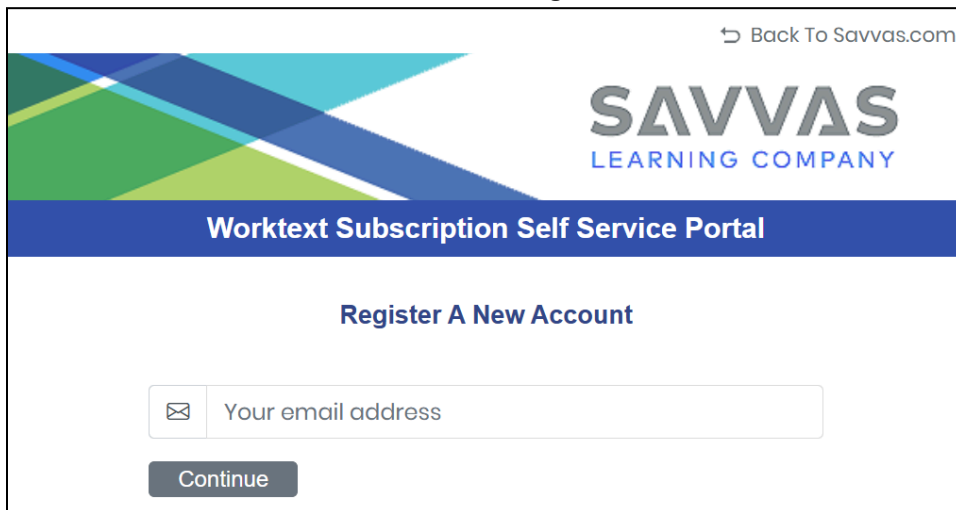
Go to the **Subscription Worktext Self-Service Portal** located at:

https://worktext-subscriptions.savvas.com/
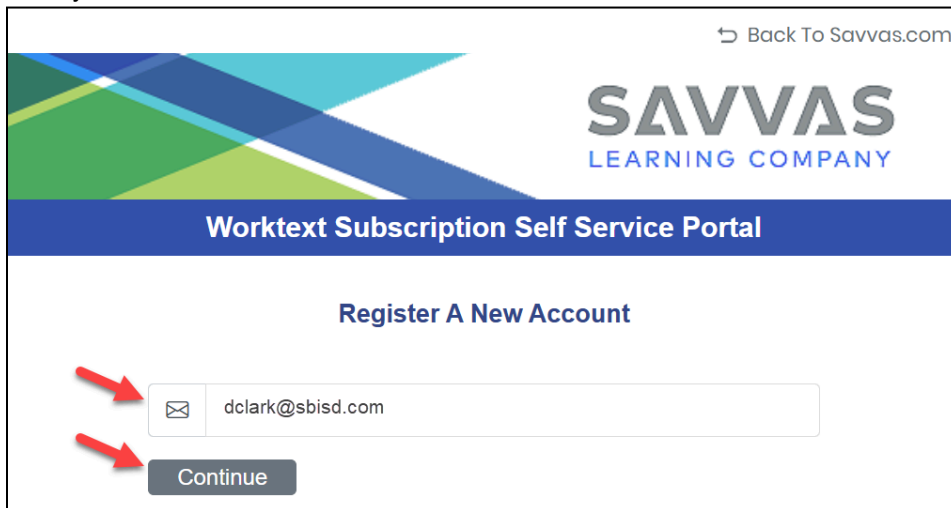
The first thing you will see is a pop up for you to log in. Click on New User? Create an account.

You will be prompted to enter your school email address to register for a new account. **Only school/district email addresses can be used to make changes on this site.**

Enter your school email address, and click the Continue button.
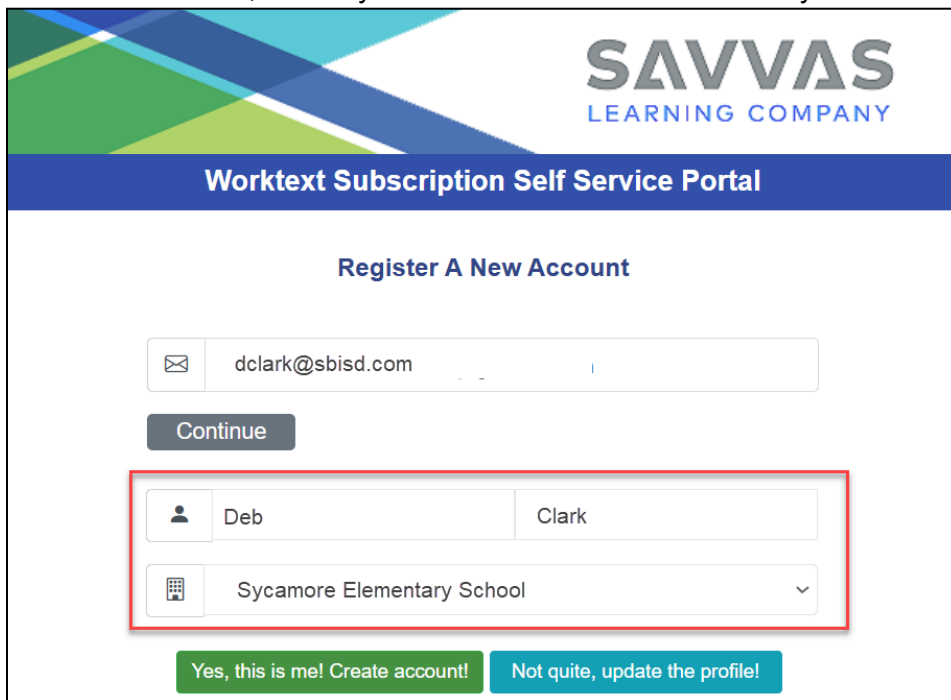
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Worktext Subscription Self Service Portal

Register A New Account

✉ dclark@sbisd.com

Continue

On the next screen, review your name and school for accuracy.

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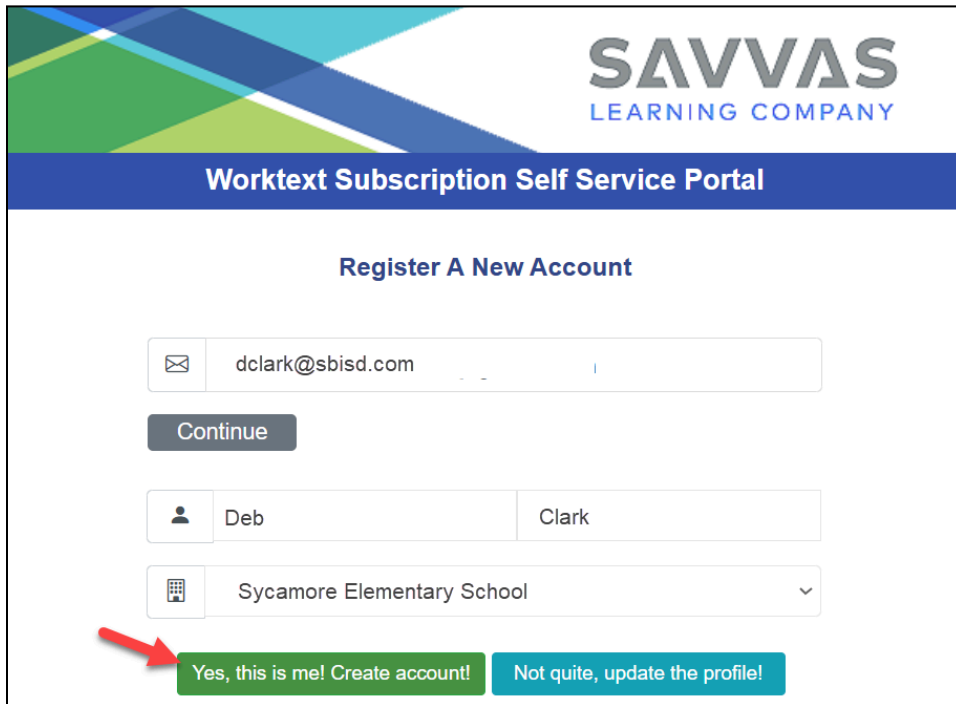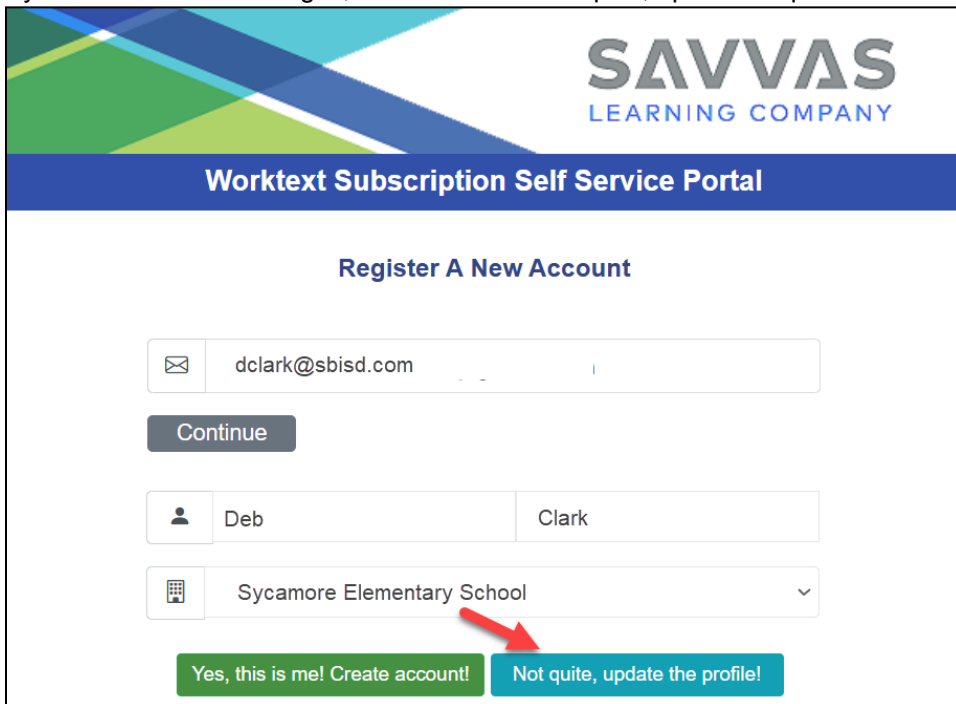**Worktext Subscription Self Service Portal**

Register A New Account

✉ dclark@sbisd.com

Continue

👤 Deb | Clark

🏢 Sycamore Elementary School ⌄

Yes, this is me! Create account! | Not quite, update the profile!

If the information is correct, click the Yes, this is me! Create account! button.

If you need to make changes, click on on the Not quite, update the profile button to complete a form to edit your profile

When you click on Yes, this is me! Create account button, you will see a confirmation message pop up. This message informs you that you must open your Activation Email to complete the registration process.
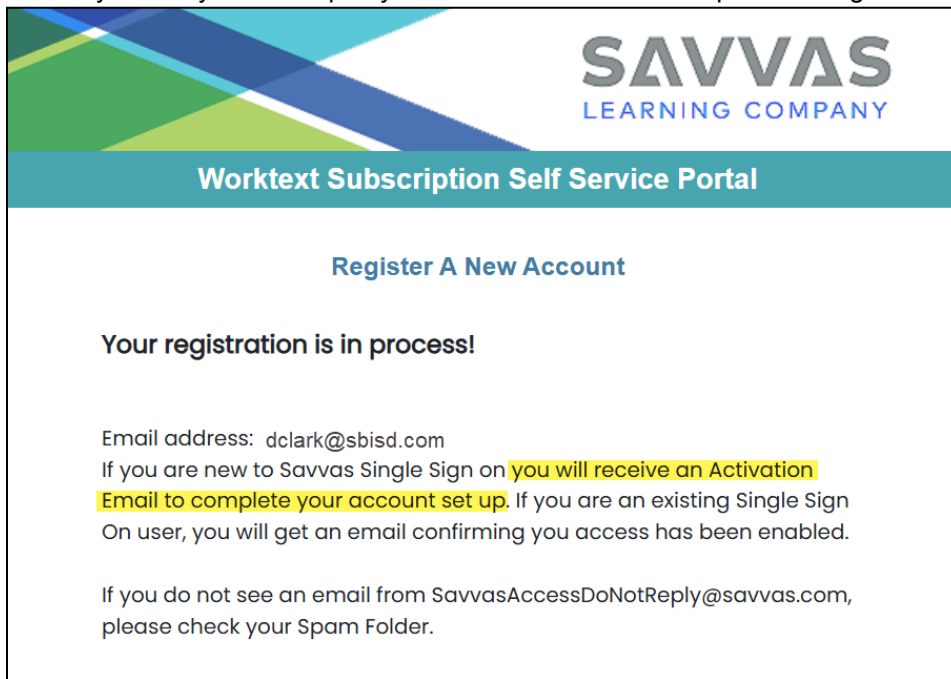
Go to your emails and locate the email sent from savvasaccessdonotreply@savvas.com.

Open the email. Click on the Verify My Account button.
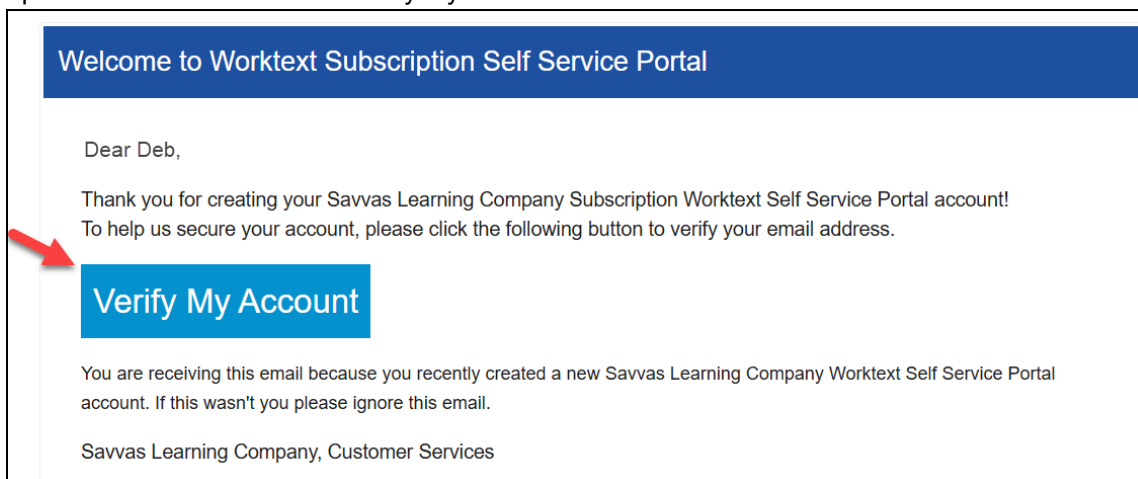
You will be prompted to set a password. Enter your password and retype it to verify.

Set Password

Enter a new password for dclark@sbisd.com.
Make sure to include at least:

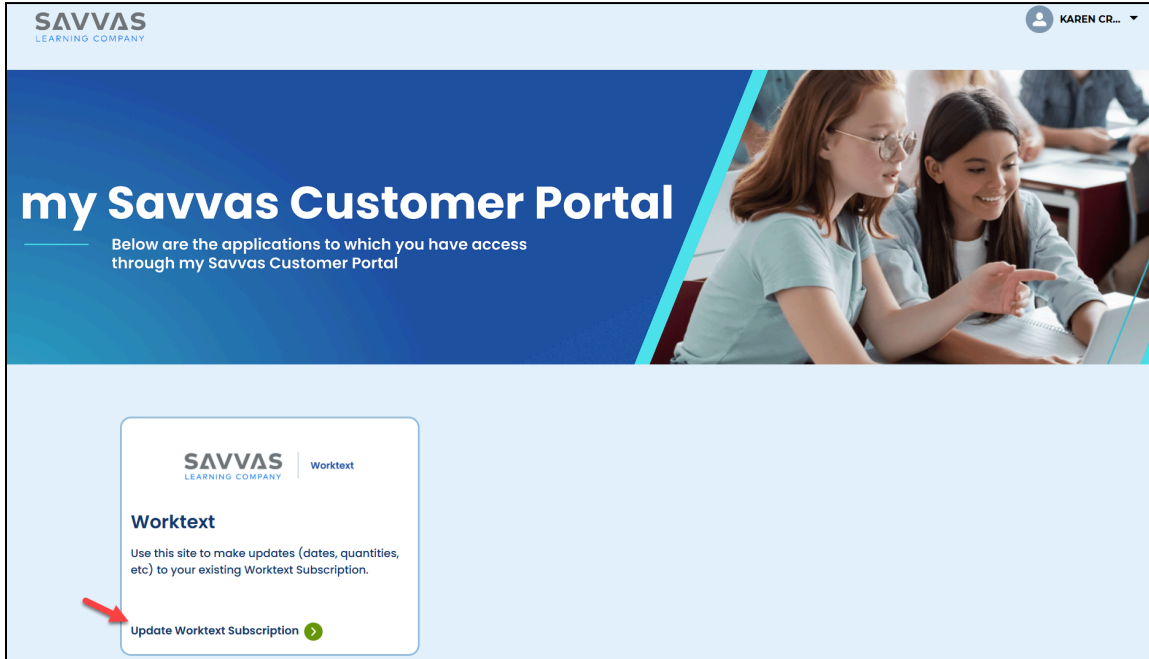- 8 characters
- 1 letter
- 1 number
- 1 special character ⓘ

Password

Verify Password

Set Password

Cancel

Click the Set Password button.

Set Password

Enter a new password for dclark@sbisd.com.
Make sure to include at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number
- ✓ 1 special character ⓘ

Password

••••••••

Verify Password

••••••••

Set Password

Cancel

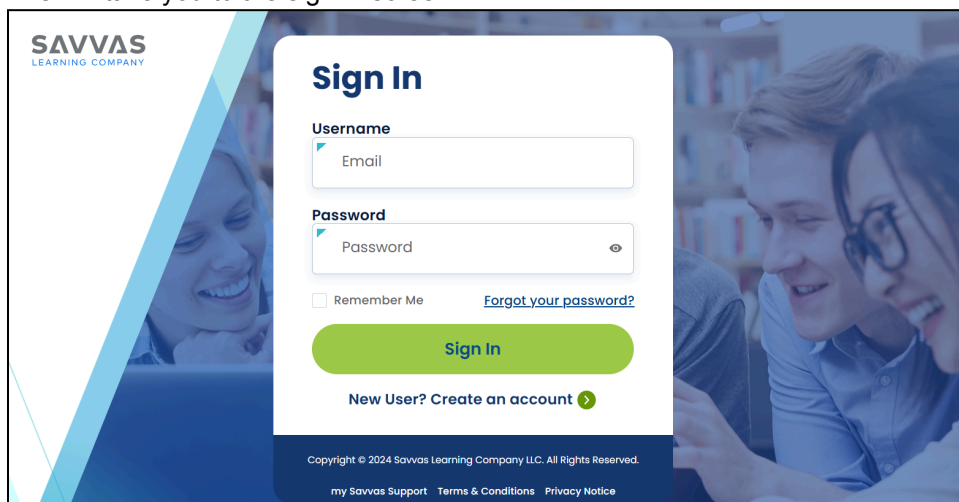This takes you to your my Savvas Customer Portal. Click on Update Worktext Subscription to enter the portal.
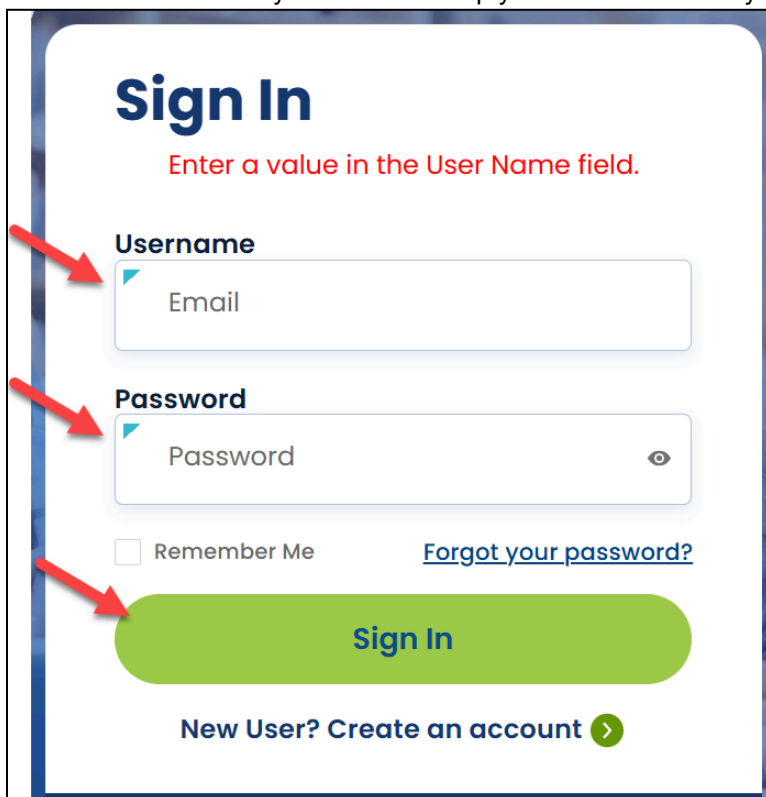
2. Log In

Go to:
https://worktext-subscriptions.savvas.com/

This will take you to the sign in screen.

Enter the school email you used to set up your account. Enter your password. Click the Sign In button.

3. Main Menu & Navigation

After you log in, the Main Menu screen will open.

Main Menu

School/District
If you signed up to make changes for the District, your district name will appear in the School/district dropdown. You can make changes to individual schools on the following screens. If you signed up with your account to make changes at a school, your school name will appear in the School/District dropdown menu.

Main Menu

[?] **Click here** if you need year 1 and year 2 fulfillment in the same calendar year

- Please ensure your pop-up blocker is turned off in order to confirm changes.

School/district: Please click the down arrow in the School/District box below to see a list of your schools and select the appropriate option from the list. If the school/district you are entering an order for is not on the list, please contact us for further assistance.

OAK ISD - 100 Oak street (000005555)

Discipline & Program: SCIENCE-PH MIDDLE GRADES SCIENCE (402-MGSC) (Next Shipdate: 05/02/2023)

I want to: (select)

[?] Do not see the action you need to perform?

Discipline & Program
Select the Discipline and Program you will make changes to from the dropdown.

Main Menu

[?] **Click here** if you need year 1 and year 2 fulfillment in the same calendar year

- Please ensure your pop-up blocker is turned off in order to confirm changes.

School/district: Please click the down arrow in the School/District box below to see a list of your schools and select the appropriate option from the list. If the school/district you are entering an order for is not on the list, please contact us for further assistance.

OAK ISD (100 Oak Street) (000005555)

Discipline & Program: SCIENCE-PH MIDDLE GRADES SCIENCE (402-MGSC) (Next Shipdate: 05/02/2023)

I want to: (*Select One)

[?] Do not see the action you need to perform?

Continue >>

Choose the task you want to complete in the **I want to:** dropdown and click the Continue button.

Main Menu

❓ **Click here** if you need year 1 and year 2 fulfillment in the same calendar year

• Please ensure your pop-up blocker is turned off in order to confirm changes.

School/district: a list of your schools and select the appropriate option from the list, please contact us for further assistance.

> (*Select One)
> View All Worktext quantities by Grade for the next ship date
> Update All Worktext Quantities By Grade For School/District
> Update Worktext Shipping Date For All Orders
> Update Shipping Address/Attention Line For School/District
> View Warehouse Packing Instructions/Delivery Instructions
> View Previous Orders By Ship To Location
> Update Worktext Quantities By Grade By Order

Discipline & Program:

I want to: (*Select One)

❓ Do not see the action you need to perform?

Continue >>

If you are unsure which to select, see these option descriptions:

View all Worktext Quantities by Grade for the next Ship Date	Review the current quantities entered for each grade level. After you make your changes, review this page to see the changes you made and submitted for your upcoming ship date.
View All Upcoming Worktext Orders by PO for Current Calendar Year	View details for upcoming orders by PO for the current calendar year.
Update all Worktext Quantities by Grade for School/District	View and update quantities of each product by grade level for your school or district. This is the best option if you need to make updates to overall worktext quantities for your entire district or school.
Update Worktext Shipping Date for all Orders	Change the ship date on either all shipments for that product or make ship date changes separately on each of your orders.
Update Shipping Address/Attention Line for School/District	Make changes to shipping dates or the Attention line for each order.
View Warehouse Packing Instructions/Delivery Instructions	View delivery instructions or packing needs.
View Previous Orders by Ship to Location	View orders you have already placed and check on the status of those orders
Update Worktext Quantities by Grade by Order	View orders separately including not only worktext quantities, but also shipping and delivery information. You can update worktext quantities by each order number.

If you do not see the task you need to perform as an option, click on "Do not see the action you need to perform?" link and complete the Self Service Portal Assistance Form.

I want to: (*Select One)

❓ Do not see the action you need to perform? ⬅

Continue >>

Navigation Tools

There are two actions you can take from every page of the worktext site. These navigation tools allow you to move among the different pages in the worktext site as you make your changes.

🏠 Home / Main Menu

Go to Main Menu and change school ↗

View All Worktext quantities by Grade for the next ship date 08/15/2023

For School/District: OAK ISD
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to:

(select)

Switch to make a different type of change ↗

Subscription Year for the next ship date: 6

Available Ship Date: 08/15/2023   Review your original order details

ℹ️ View Original Order Info ⬅ from any screen

Make your updates:

4. View All Worktext Quantities by Grade for the Next Ship Date

Review this page before making changes to see the worktext quantities currently selected for each grade. After you make your changes to quantities, shipping date or address and click the Submit button, revisit this page to see your updates.

To view current or updated worktext quantities:
Select "View All Worktext Quantities by Grade for the Next Ship Date" from either the "I want to" dropdown from the Main Menu page or from the "Switch to: dropdown on any screen on the site.

5. View All Upcoming Worktext Orders by PO for Current Calendar Year

To view upcoming orders:
Select View All Upcoming Worktext Orders by PO for Current Calendar Year either in the "I want to" drop down from the Main Menu page or from the "Switch to:" dropdown on any other screen on the site. View details about upcoming orders that are scheduled to ship within the current calendar year. You can also export this data to excel or print the page.

6. Update All Worktext Quantities by Grade for School/District

To update worktext quantities:
Select "Update all Worktext Quantities by Grade for School/District" from either the "I want to" dropdown from the Main Menu page or from the "Switch to: dropdown on any other screen on the site.

- If you are logged in with a district login, the school you selected when you logged in is the one you will be able to adjust quantities for.
- To switch to another school in your district, click the Home/Main Menu link at the top of the screen and select a different school.

1. **Change quantities needed for each line item for each grade level.**
2. **Click the Confirm & Submit button.**

Apply Changes To: Changes you make on this site will only apply to your upcoming order date. The following year, subscription worktext quantities for each grade level will revert back to the numbers of your original order. If you want the changes you are making now to apply to future shipments, meaning you want to keep the same number of worktext for each grade level for all future orders, click on the All Further Years Fulfillment circle.

Ship Complete Checkbox: Only check "Ship Complete" if you want items to ship together. If this box is checked, and something is on backorder, nothing on the whole order will ship until all items and quantities are in stock.

Confirm and Submit: When you click confirm and Submit to save your quantity changes and submit your order, one of three outcomes will occur:

1. **If the Remaining Quantity is 0**, you will be taken directly to your confirmation page where you can review your saved changes. If you need to make additional edits, click the red Edit button. Otherwise, these are the Quantities that will be shipped to this school.

Change Confirmation

Selected School/District: **OAK MIDDLE SCHOOL**
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to:
(select)

Subscription Year for the next ship date: 4
Available Ship Date: 05/02/2023
ℹ️ View Original Order Info

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE (402-MGSC)

Order Quantities edit ⬅

Ship Complete: No

	Quantity	Title / ISBN	PO #	Program
		Ship Date: 05/02/2023		
1	100	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 6 (1418322105)	210059800YR4	PH MIDDLE GRADES SCIENCE
2	50	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 7 (1418322113)	210059800YR4	PH MIDDLE GRADES SCIENCE
3	50	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 8 (1418322121)	210059800YR4	PH MIDDLE GRADES SCIENCE

2. **If there is remaining quantity**, you will see a pop up informing you that you have not allocated your full entitlement. Click Cancel in the pop up to go back and allocate additional worktexts. If you do not want the unallocated worktexts, click OK to save your changes. However, the remaining quantities cannot be carried over and no credit can be issued for these. After a few moments, you will see the Confirmation page.

k12.savvas.com says

You have not allocated your full entitlement.
Note - remaining quantity cannot be carried from year to year. Credit will not be issued for remaining quantity.

Please check all quantities are correct prior to moving to next screen.
Remaining Quantities: 10

Click 'OK' to submit the request; 'Cancel' to edit quantities

OK   Cancel

3. **If you have allotted more than your entitled quantity**, you will see this pop up informing you that you have exceeded your entitled quantities. Click OK to make the adjustments to remove the number of exceeded worktexts. Then, click Confirm & Submit again. You will be taken to the Confirmation page.

k12.savvas.com says

You have exceeded your entitled quantities.

Excess quantity: 4
Quantities entitled: 2200

OK

District Level Users:
- If you submitted one Purchase Order for multiple schools in your district for the same program, you will see the total quantity for the entire district displayed. Example: **District Entitled Quantities**: 2000
- If schools in the district have made quantity changes, the schools will be listed underneath the district total, showing the quantities requested for each school. Example: **Requested Quantities** for Maple Middle School: 500
- You will also see the remaining quantity for the district. Example: **District Remaining Qty**: 0

District Entitled Quantities:	2000
Requested Quantities for OAK MIDDLE SCHOOL:	200
MAPLE MIDDLE SCHOOL (000123456):	500
SYCAMORE ELEMENTARY SCHOOL (000234567):	350
WILLOW MIDDLE SCHOOL (000345678):	450
PINE MIDDLE SCHOOL: (000456789):	500
District Remaining Qty:	0

If you are increasing quantities at a school, and the District Remaining Qty is not showing enough to cover the increase, you must decrease quantities at another school first, to cover the increase. Switch to the school you will decrease quantities from and make those changes, and then return to the school where you want to increase quantities and then make that change.

7. Update Worktext Shipping Date(s) for All Orders

Before you get started, it's important to understand:
- The worktexts ship each year **on the anniversary date that the original order is processed** in our system.
- You can change that shipping date on this screen. It is important to note that the changed shipping date will remain the shipping date for all future years unless you change it again.
- Ship date changes must be made 14 days before the original scheduled ship date.
- The ship date you choose is the date the order will leave the warehouse. It is not the delivery date.

For example: If an original order was processed on June 15, 2022, the worktexts will ship on June 15, 2022 and each subsequent year for as many years as you ordered (unless you change it). They will be delivered approximately 7-10 business days after the ship date.

To update the ship date for an order:
You must determine if you want to change the shipping date for this school only, or apply the change to all POs at your district or school. Note that if you are a District User, the option you see for the checkbox is to change the ship date for all worktext POs in your district. If you are a school level user, the option you will see is to change the ship date date for all worktext POs at your school. This will determine which fields you use to make the ship date change.

When you click on Confirm & Submit, you will be taken directly to your confirmation page where you can review your saved changes. If you need to make additional edits, click the red Edit button. Otherwise, these are the ship dates for your school and/or district for all future years fulfillment unless you change them again.

(see next page)

NOTE: To facilitate the picking and packing of your order, the order information is sent to the warehouse prior to the ship date. Therefore, any ship date changes must be made before this 14-day window when the order is already in the warehouse being prepared for shipment. If you miss making the changes to the date within the proper time frame and the order ships, please know you will be responsible for paying the return freight.

8. Update Shipping Address/Attention Line for School or District

To change the shipping address for an order:
Select Update Shipping Address/Attention Line from either the "I want to" drop down from the Main
Menu page or from the "Switch to: dropdown on any other screen on the site.
1. Use the Change to drop-down list and select the location you would like the shipment to go to.
2. You will see a pop up letting you know that the school you changed will no longer receive shipments. Close the window to continue with your changes.
3. Update the Attention field, as necessary.
4. Click the Confirm & Submit button.

You will be taken directly to your confirmation page where you can review your saved changes. If you need to make additional edits, click the red Edit button.

9. View Warehouse Packing Instructions/Delivery Instructions

Review your Packing Instructions and Delivery Instructions. If any changes need to be made, please go to the [Worktext Customer Service Site](#).

View Warehouse Packing Instructions/Delivery Instructions

Selected School/District: **OAK MIDDLE SCHOOL**
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to:

(select)

Subscription Year for the next ship date: 4
Available Ship Date: 05/02/2023
ℹ️ View Original Order Info

Discipline & Program: **SCIENCE - PH MIDDLE GRADES SCIENCE** (402-MGSC)

SCIENCE

Ship Date: 05/02/2023

| | **Delivery Instructions:** | DELIVER 7:00 AM-3:00 PM INSIDE DELIVERY |
| | **Warehouse Comments:** | (n/a) |

	Quantity	Title / ISBN	Order Doc #	Program
1	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 6 (1418322105)	1009081558	PH MIDDLE GRADES SCIENCE
2	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 7 (1418322113)	1009081558	PH MIDDLE GRADES SCIENCE

10. View Previous Orders by Ship To Location

To view previous orders (subscription history):
Select View Previous Orders by Ship To Location either the "I want to" drop down from the Main Menu page or from the "Switch to: dropdown on any other screen on the site. View details about previous orders here. You can also export this data to excel or print the page.

NOTE: Please keep in mind that if you have added a new Ship To location, you will not see any previous order history for that location.

View Previous Orders By Ship To Location

Selected School/District: OAK MIDDLE SCHOOL
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT

Switch to: (select)

Discipline & Program: SCIENCE - PH MIDDLE GRADES SCIENCE (402-MGSC)

SCIENCE

[Export to Excel] [Print]

Original Order Date: 09/25/2020

Doc Number: 081558 (click here to view order status)

Customer PO:	800YR3 (click here to view order status)		Status: Invoiced on 04/22/2022	
Subscription Year: 3			Attention: WORKTEXT SUBSCRIPTION FULFILLMENT	
	Quantity	Title / ISBN	Program	Grade Level
1	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA ENGINEERING DESIGN NOTEBOOKGRADE 6 (1418276790)	PH MIDDLE GRADES SCIENCE	06
2	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1STUDENT EDITION GRADE 6 (1418310344)	PH MIDDLE GRADES SCIENCE	06
3	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2STUDENT EDITION GRADE 6 (1418310352)	PH MIDDLE GRADES SCIENCE	06
4	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 3STUDENT EDITION GRADE 6 (1418310360)	PH MIDDLE GRADES SCIENCE	06
5	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 4STUDENT EDITION GRADE 6 (1418310379)	PH MIDDLE GRADES SCIENCE	06
6	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA ENGINEERING DESIGN NOTEBOOKGRADE 7 (1418276804)	PH MIDDLE GRADES SCIENCE	07
7	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1STUDENT EDITION GRADE 7 (1418310387)	PH MIDDLE GRADES SCIENCE	07
8	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 2STUDENT EDITION GRADE 7 (1418310395)	PH MIDDLE GRADES SCIENCE	07

11. Update Worktext Quantities by Grade by Order

You can view and update worktext quantities by each separate order and make changes to each order instead of viewing worktext quantities by school.

1. **Change quantities needed for each line item for each grade level.**
2. **Click the Confirm & Submit button.**

Update Worktext Quantities By Grade By Order

Selected School/District: **OAK MIDDLE SCHOOL**
100 OAK STREET
MAYFIELD, CA 70777
District: OAK INDEPENDENT SCHOOL DISTRICT
Subscription Year for the next ship date: 4
Available Ship Date: 05/02/2023
ⓘ View Original Order Info

Switch to:
(select) ▾

Discipline & Program: **SCIENCE - PH MIDDLE GRADES SCIENCE** (402-MGSC)

District Entitled Quantities:	**2,000**
Requested Quantities for OAK MIDDLE SCHOOL:	200
MAPLE MIDDLE SCHOOL (000123456):	500
SYCAMORE ELEMENTARY SCHOOL (000234567):	350
WILLOW MIDDLE SCHOOL (000345678):	450
PINE MIDDLE SCHOOL: (000456789):	500
District Remaining Qty:	**0**

② [Confirm & Submit] [Cancel]

• remaining quantity cannot be carried from year to year. Credit will not be issued for remaining quantity.
• All changes will apply to the current year fulfillment only.

Ship Complete Checkbox: Only check "Ship Complete" if you want items to ship together. If this box is checked, and something is on backorder, the whole order will not ship.

1. **Order Doc #: 1009081558**

Ship Date: 05/02/2023

Ship to Address:
OAK MIDDLE SCHOOL
100 OAK STREET
MAYFIELD, CA 70777

Attention:
WORKTEXT SUBSCRIPTION FULFILLMENT

Delivery Instructions:
DELIVER 7:00 AM-3:00 PM INSIDE DELIVERY

Warehouse Comments:
(n/a)

☐ **Ship Complete**
(Select Ship Complete only if you want all items to ship together. If something is on backorder, the order will not ship if you have this box checked.)

	Qty	Title/ISBN	PO #	Program	Grade
1	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 6 (1418322105)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
2	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 7 (1418322113)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
3	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW ENGINEERING DESIGN NOTEBOOK GRADE 8 (1418322121)	210059800YR4	PH MIDDLE GRADES SCIENCE	06
4	1	ELEVATE MIDDLE GRADE SCIENCE 2020 CALIFORNIA NEW INSTRUCTIONAL SEGMENT 1STUDENT EDITION GRADE 6 (1418310344)	210059800YR4	PH MIDDLE GRADES SCIENCE	06

Confirm and Submit: When you click confirm and Submit to save your quantity changes and submit your order, one of three outcomes will occur: (see next page)

1. **If the Remaining Quantity is 0**, you will be taken directly to your confirmation page where you can review your saved changes. If you need to make additional edits, click the red Edit button. Otherwise, these are the Quantities that will be shipped to this school.

2. **If there is remaining quantity**, you will see a pop up informing you that you have not allocated your full entitlement. Click Cancel in the pop up to go back and allocate additional worktexts. If you do not want the unallocated worktexts, click OK to save your changes. However, the remaining quantities cannot be carried over and no credit can be issued for these. After a few moments, you will see the Confirmation page.

3. **If you have allotted more than your entitled quantity**, you will see this pop up informing you that you have exceeded your entitled quantities. Click OK to make the adjustments to remove the number of exceeded worktexts. Then, click Confirm & Submit again. You will be taken to the Confirmation page.