

## Common Mistakes Made When Attempting to Submit an Application

1. **Required Documents.** All documents listed as being required must be attached before you can go to the next page. If you click on the next button on the organization section and nothing happens, it is probably due to the fact that not all the **required** attachments have been attached.
2. **Document Size.** The file size of all documents should be minimized. For larger PDF files, Adobe Acrobat Professional must be used to compress the file size of the document. As a rule of thumb, all PDF documents over 3 MB should be compressed using Adobe Acrobat Professional. If you continue to have difficulty submitting your application, you should then go ahead and compress all PDF files over 1 MB.
  - **Please note that** Adobe Professional has an option that allows file sizes to be reduced significantly. [Click here](#) to the Adobe website instructions on how to reduce the size of a PDF file using Adobe Acrobat Professional. [Click here](#) for screen shots showing how to reduce the size of a PDF using Adobe Acrobat Professional.
3. **Submission Form Fill Ins.** On the Submission Form, make sure that all the required fields are filled out and there are no validation errors (if there is a validation error, the box in question would be red).
  - a. The TaxID must be at least 9 characters long. Please do not include hyphens in the TaxID.
  - b. The phone number must be in the (xxx) xxx-xxxx format. Make sure there is no space at the end. Also note there is a **space** between (xxx) and xxx-xxxx.

**If after reviewing the above, you are still having technical problems with your submission please contact [CapitalRequests@omb.nyc.gov](mailto:CapitalRequests@omb.nyc.gov)**