**Authorization Online Submission Process**

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1. Authorization portfolios are reviewed twice a year - in March and August.
2. Contact Holly Reed Schindler ([holly.reed.schindler@state.or.us](mailto:holly.reed.schindler@state.or.us)) for specific March and August due dates for the current year.
3. When your online portfolio is complete, email your google link to

[Holly Reed Schindler](mailto:holly.reed.schindler@ode.oregon.gov)

1. The review process should take approximately 2 weeks and Holly will email your status after the completion of your portfolio review.
2. For directions on what to do if your portfolio is denied, click on the next link on the webpage, “Portfolio Review.”