2023 Awards Program Submission Instructions

Thank you for your interest in AAMVA’s awards. We hope you find the following document helpful. We suggest you read through it to familiarize yourself with the tool and the steps before you submit an entry.

If you have any questions or need assistance, please contact us at awards@aamva.org.

AAMVA’s awards platform is accessible through the aamva.org website. Below are login instructions and screenshots.

If you would like to review the full list of AAMVA awards, their descriptions, and their criteria for selection, visit our website.

All submissions are due no later than December 16, 2022.

Login Instructions:

1. Go to www.aamva.org and click on My AAMVA in the top right.
2. Log in with your AAMVA member login and password. If you don’t remember your password, click the “Forgot password” link. Follow the instructions and you will receive a link to reset your password. Then return to the AAMVA login page and log in. If you don’t have an AAMVA login, you can create one by clicking the “create” link on the login page. When creating an account, please use your jurisdiction email address so you can select and link to your agency. If you do not link to an agency email, you will not be able to submit an award until your agency and member status is confirmed.

3. Once you are logged in, click the My AAMVA link in the top right again.

4. On the My AAMVA page, click “Manage My Awards.”
5. You will be on the home screen of the awards submission portal. Read the information and once you are ready to submit an entry, click on the button.
6. To begin a submission, select an award type in the drop down. Then select the award in the secondary drop-down. The description and criteria for selection will appear under the drop-down boxes.
7. Click on Save and Next to navigate to the entry form.
8. Complete all the information that is not prepopulated. Fields with a red asterisk are required. Then click Save and Next to go to the award submission form.
9. Complete the award submission form. Before you click Save and Finalize, determine if you would like to submit another award. If so, click on the box at the bottom that says, “I want to submit this entry to another category.” This will save you time by populating the next award submission form with information. Then you can edit or modify any of the prepopulated fields of the next submission or complete any fields that were not copied over (only like fields will copy, if the next submission form has different fields, those will be blank). You can continue to do this with each award you want to submit until you reach the final award. Then click on Save and Finalize.

If you prefer not to copy your submission, just click on Save and Finalize.
10. Once you click on Save and Finalize, you will receive a pop-up message. If you are ready to submit, click ok. If you want to save it and return later to submit, you can click on cancel and click on Save instead of Save and Finalize.
11. Once you submit an award, you will receive a confirmation message (you will also receive a confirmation email).
12. You can click on See My Submissions to view all of your submissions, those that are complete and incomplete.
13. You can also use the left column navigation menu to navigate to your submissions. Clicking on **Home** will take you back to the main awards page where you will find the “Submit” button. **My Submissions** shows you submissions that you have completed and those that are in progress. You can edit or delete (remove) incomplete submissions. Once a submission has been completed, you cannot modify it. **My Profile** shows the current information from AAMVA’s member database. If you edit this information, it will ONLY update for the award submission process. If the information is not current, you can update your information in My AAMVA on the AAMVA website or send the update to **info@aamva.org**.
14. If you forget to click on “I want to submit this entry to another category” before you Save and Finalize, you can still copy a submission. Navigate to a complete submission and click on “copy”. You can also view and print your submission.