

CREATE NEW ACCOUNT:

- Creating a new account is a multi-step process;
 - with the first section collecting Organization Information;
 - the second section collecting User Information;
 - and sections three and four collecting Executive Officer information.
- After Organization Information has been entered click on the “Next” button.

Organization Information

Organization Name* EIN / Tax ID (##-#####)*

DUNS Number (#####) Web Site*

Telephone Number (###-###-#### x###)* Organization Email

Address 1 Address 2

City State

Postal Code Country

Next >

User Information

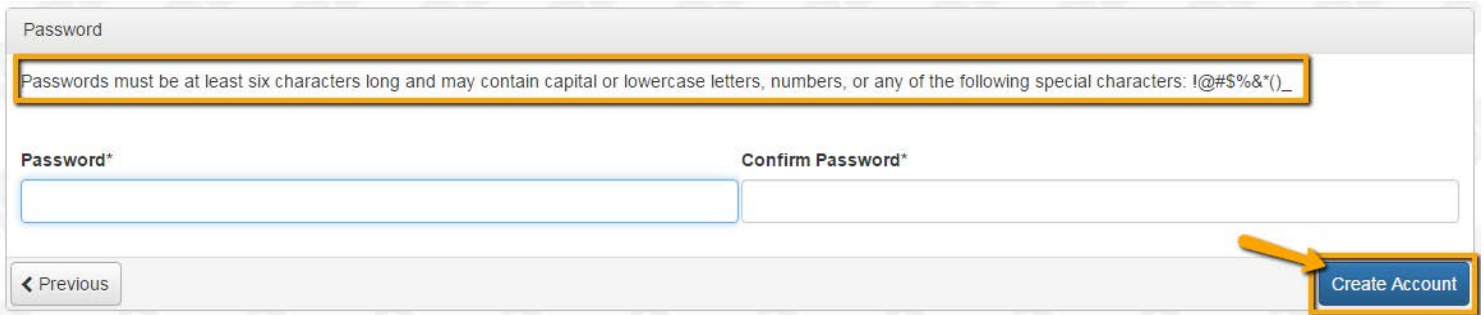
Executive Officer Question

Additional Executive Officer Information

Password

- The next section is the “User Information” section, or YOUR information.
 - If your address is the same as your organization you may use the “Copy Address from Organization” button to automatically pull the address information from the organization address fields into the address fields in this section.
 - It is very important to note that the email address entered in the email/username field becomes the Applicant’s Username in the system.
- Once the fields on the “User Information” section are completed, click on the “Next” button.
 - Please note: To navigate to a previous section in the registration process, you must use the “Previous” button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using the browser’s “back” button you will lose all registration information entered.
- In the next section you indicate if you are the Organization’s Executive Officer.
 - If you are the executive officer select “Yes.” You are taken to a section of optional fields that includes only the fields that were not required in the “User Information” section.
 - If you are not the executive officer select “No,” and complete the Executive Officer’s fields.
- Once the executive officer’s information is entered, click on the ”Next” button to create a password.
- Password requirements are listed at the top of the section, so the applicant can create their password accordingly.

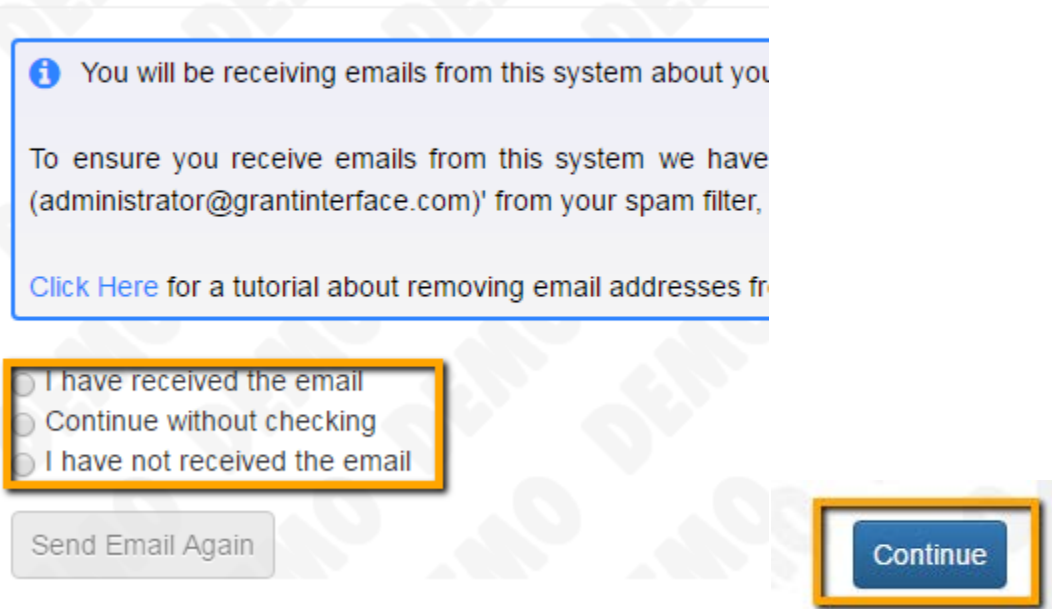
- Once the password is created, the applicant clicks the “Create Account” button.



EMAIL CONFIRMATION:

Upon clicking Create Account you will be directed to the Email Confirmation page to confirm that you are receiving emails from the system. Follow the onscreen instructions and click the “Continue” button to finish the registration process. Now you have an account in this system, and remember, this is an account that you will use for both present and future applications.

Email Confirmation



APPLY PAGE:

- Now that you have an account in this system, this is an account that you will use for both current and future applications.
- Upon accessing the system for the first time, you will begin on the Apply Page. This page will show current open opportunities that you can apply for, as well as any relevant deadlines or other information related to them.
- You can preview the application without having to save any work by clicking on the “Preview” button. To start a request, click on the blue “Apply” button.

APPLICATION FORM:

Once in the application, your contact information and organization information automatically populates at the top of the form.

- If you would like a copy of the application, you can click the Question List button.
- Once the application form is completed, you may click the Application Packet button to download a copy of the questions and your responses.
- You may also update your contact information, and view your email history.
 - To update organization information use the edit icon next to the Organization Information.

Next, you will simply work your way through the form responding to the fields.

- Note that all fields with an asterisk are required fields and must be completed prior to submitting an application.
- As you complete the form, the system will auto-save after every 100 characters typed or every time you click out of a field.
- You may collapse question groups as you go, once you've finished all of the questions in that group, as an indicator to yourself that you've completed that section to reduce scrolling time.
- Some fields may have character limits.
 - Responses that are longer than the set limit will be saved, *but* an error message will appear informing you the limit has been exceeded.
 - You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File upload fields will only accept one file, per field.
 - Upload fields have size limits.
 - If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message informing the applicant that the file is too large and the file will not be saved.
 - Once a file has been uploaded, it may be deleted by clicking the red X next to the file name and a new file can be uploaded.
- Even though the system is auto-saving there is still a "Save" button at the bottom of the form.
 - When you click save, you are directed to a confirmation page so you know the save was successful.
 - If you click "Continue" you will be taken back into the application form so you can continue working.
 - If you save and exit the system, you will access the draft of the form from your Dashboard the next time you log in.
 - Pick back up where you left off by clicking "Edit" link to the right of the request.
- When all of the fields are complete, submit the application.
 - If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
 - An error message appears listing the fields that need to be completed or edited.
 - These fields are outlined in red so they are easy to identify as the applicant scrolls through the form.

- When a form is submitted successfully, you will be directed to a confirmation page.
 - Click “Continue” to view your submitted application from your dashboard.
 - Note: Once an application has been submitted you can no longer edit it.

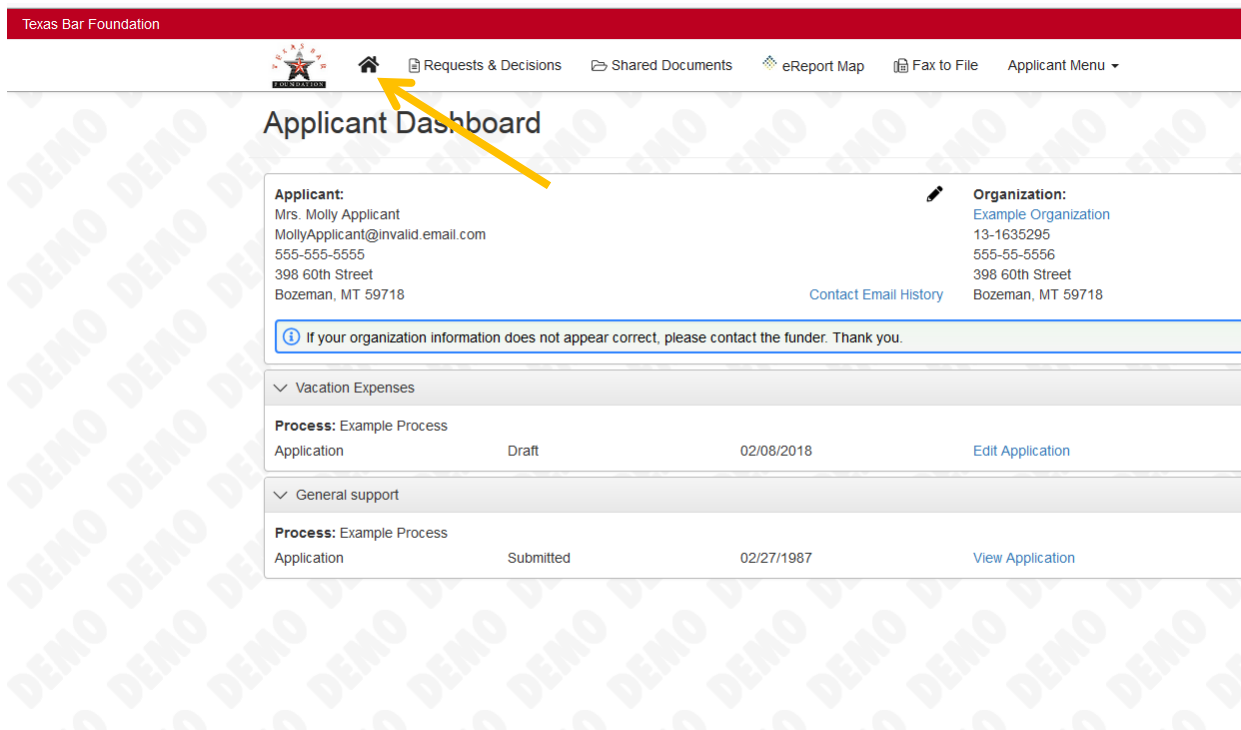
Confirmation Page



Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending “time out”).

APPLICANT DASHBOARD:

- After you have submitted or saved your application, you can return to your Applicant Dashboard by clicking on the “Home” icon link in the navigation menu.
 - On your Dashboard you can view requests that have been submitted,
 - Or you can edit applications that you have saved but have not submitted.



- If your request is approved, you will be assigned Follow Up Tasks to be completed and submitted through the system.

EDITING YOUR PROFILE:

If you wish to edit your account information or change your password, click your name in the top right. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Be sure to click save in the bottom right once you've finished.

