



AmpliFund Applicant Portal Training

February 23, 2017

Disclosure:
Today's session is being recorded.



Session Goal & Agenda

Session Goal: Familiarize attendees with AmpliFund's Applicant Portal

Agenda:

- **Accessing an Online Application**
- **Applying for an Opportunity**
 - Registering on the AmpliFund Applicant Portal
 - Logging into the AmpliFund Applicant Portal
 - Starting an Application After Registering or Logging In
 - Entering Responses on an Application Form
 - Submitting an Application
- **Exploring the Applicant Portal**
 - Application Progress Bar & Other Applicant Portal Icons
 - Application Pages Overview
 - Application Page Buttons
 - Opportunity Details Page
 - Project Information Page
 - Application Forms Page
 - Submit Page
- **Accessing an In Progress Application**
- **Creating Multiple Applications**
- **Reviewing Additional Navigation Elements & Features**
 - User Navigation Menu
 - Logo
 - Applications List
 - Deleting an Application
 - Account Information
 - Users
 - FAQ
- **Support Procedures**



Accessing an Online Application

Accessing an Online Application

Grant Application Public Link:

<https://gotomygrants.com/public/opportunities/nv-department-of-health-and-human-services%2c-office-of-community-partnerships-and-grants>



The screenshot shows the website interface for the NV Department of Health and Human Services, Office of Community Partnerships and Grants. It features a 'Log In' link in the top right corner and a table of grant opportunities. The table has columns for Title, Status, Submission Open Date, Submission Close Date, Award Floor, and Award Ceiling. Five opportunities are listed, all with a status of 'Open'.

Title	Status	Submission Open Date	Submission Close Date	Award Floor	Award Ceiling
SFY18-19 Problem Gambling Prevention	Open	2/13/2017	3/31/2017		
SFY18-19 Problem Gambling Treatment	Open	2/13/2017	3/31/2017		
SFY18-19 Problem Gambling Workforce Development	Open	2/13/2017	3/31/2017		
SFY18-19 FHN - Wellness (Hunger)	Open	1/27/2017	3/10/2017		
SFY18-19 FHN - Disability (Respite Care)	Open	1/27/2017	3/10/2017		

Accessing an Online Application

Grant Application Public Link:

<https://gotomygrants.com/public/opportunities/nv-department-of-health-and-human-services%2c-office-of-community-partnerships-and-grants>

SFY18-19 Problem Gambling Prevention

[Print](#) [Help](#)

Opportunity Information

Title	SFY18-19 Problem Gambling Prevention
Description	Problem Gambling Prevention is aligned with the Nevada Department of Health and Human Services (DHHS) Problem Gambling Services 2017-2019 Strategic Plan. The goal for Prevention and Health Promotion is: "Support effective problem gambling prevention and health promotion programs to reduce the occurrence and impact of problem gambling on individuals, families, and communities."
Posted Date	2/23/2017
Archive Date	6/30/2017
Public Link	http://qa.gotomygrants.com/public/opportunities/details/cac055a7-9bc7-4de3-ade2-f7f979031a76
Is Published	Yes

Funding Information

Funding Sources	Fund SFY18-19 Revolving Account for the Prevention and Treatment of Problem Gambling \$210,000.00
Estimated Total Program Funding	\$210,000.00



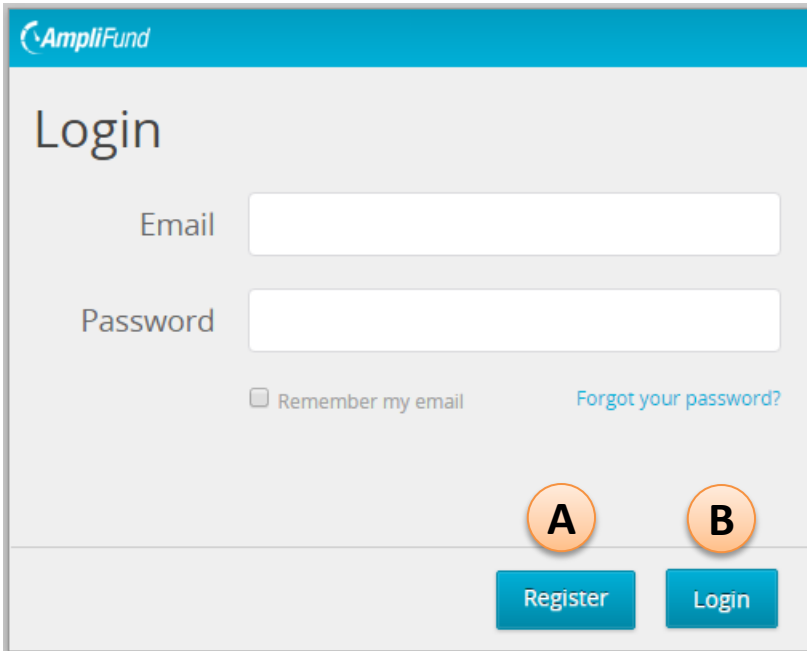
Applying for an Opportunity

Applying for an Opportunity

To apply:

Click the **Apply** button 

The AmpliFund Login window displays



A New AmpliFund Users

To register on the AmpliFund Applicant Portal:






B Existing AmpliFund Users

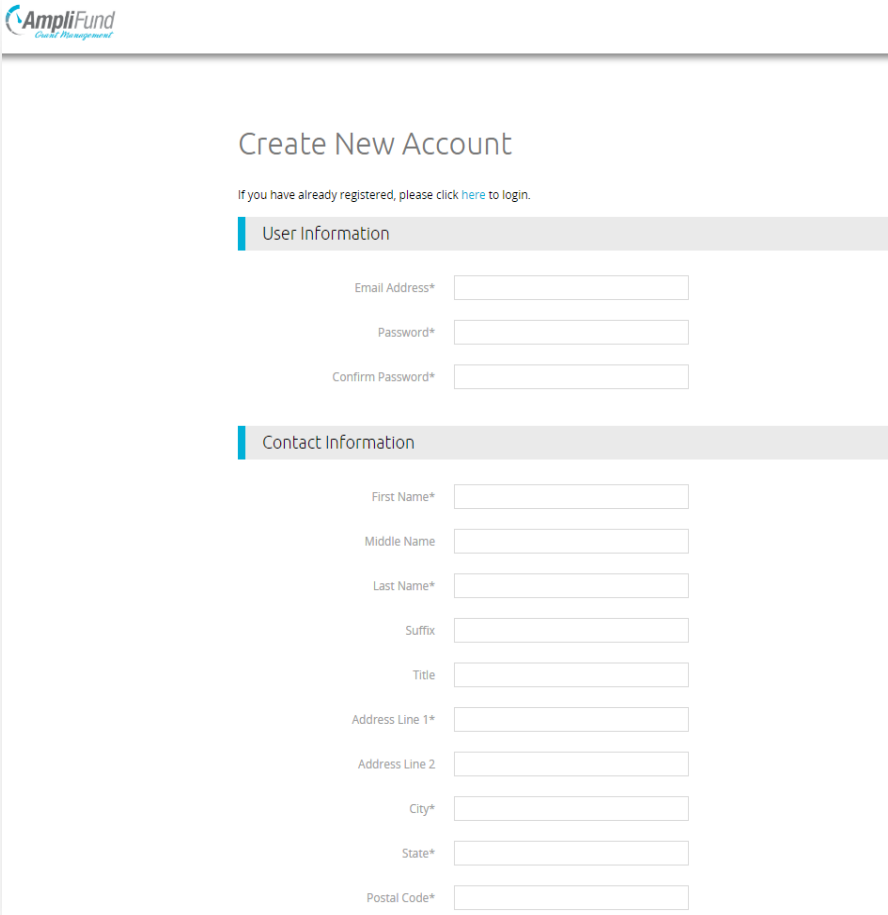
To login to the AmpliFund Applicant Portal:



A Registering on AmpliFund Applicant Portal

To register on the AmpliFund Applicant Portal:

1. Click the **Register** button on the **Login** window 
2. Complete the **Create New Account** form
 - User Information
 - Contact Information (for individual)
 - Contact Information (for organization)
3. Click the **Register** button located in the lower right-hand corner of the **Create New Account** form 
4. Click the **I Accept** button on the license agreement page 



The screenshot shows the 'Create New Account' page on the AmpliFund Applicant Portal. The page features the AmpliFund logo at the top left. Below the logo, the title 'Create New Account' is displayed. A link is provided for users who have already registered: 'If you have already registered, please click [here](#) to login.' The form is divided into two sections: 'User Information' and 'Contact Information'. The 'User Information' section includes fields for 'Email Address*', 'Password*', and 'Confirm Password*'. The 'Contact Information' section includes fields for 'First Name*', 'Middle Name', 'Last Name*', 'Suffix', 'Title', 'Address Line 1*', 'Address Line 2', 'City*', 'State*', and 'Postal Code*'. Each field is represented by a text input box.

B Logging into the AmpliFund Applicant Portal



To login to the AmpliFund Applicant Portal:

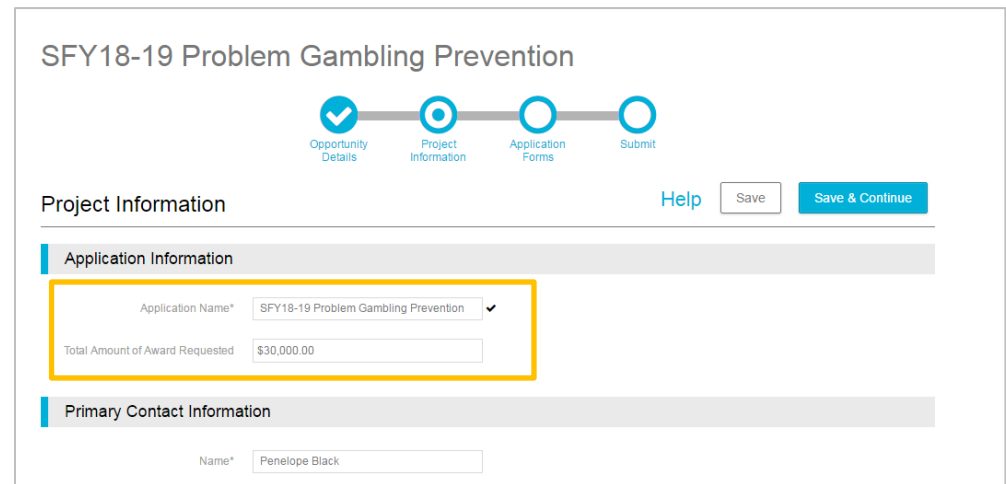
1. Enter **Email**
2. Enter **Password**
3. Click the **Login** button on the **Login** window



Starting an Application After Registering or Logging In

To start an application after registering or logging in:

1. Click the **Apply** button on the **Opportunity Details** page 
2. Update the **Application Name** and the **Total Amount of Award Requested** on the **Project Information** page
3. Edit the **Primary Contact Information** if needed
4. Click the **Save & Continue** button to move to the **Application Forms** page 



SFY18-19 Problem Gambling Prevention

Opportunity Details Project Information Application Forms Submit

Project Information [Help](#)

Application Information

Application Name* SFY18-19 Problem Gambling Prevention ✓

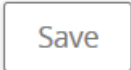
Total Amount of Award Requested \$30,000.00

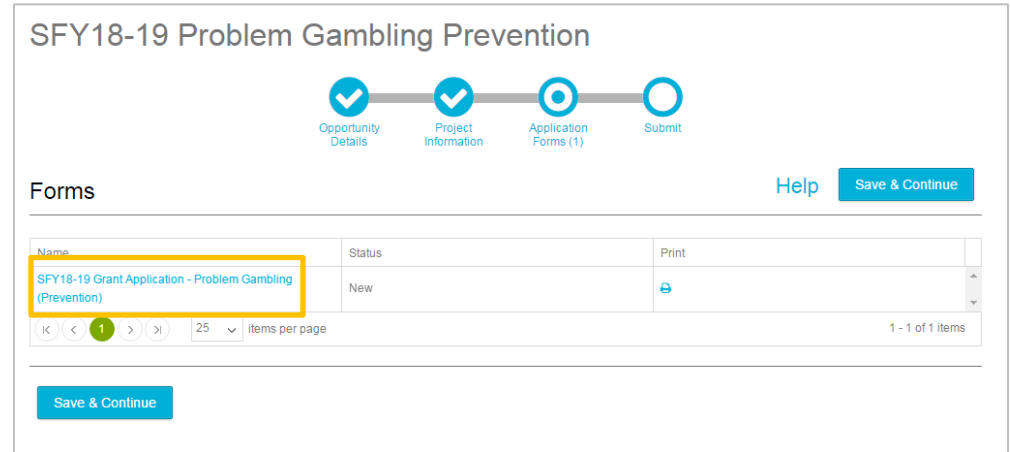
Primary Contact Information

Name* Penelope Black

Entering Responses on an Application Form

To enter responses on an application form:


1. Click on the form name on the **Application Forms** page
2. Enter your question responses and upload documents
3. To save progress and stay on the form, press the **Save** button 
4. To save progress and continue to the next application section, press the **Save & Continue** button



SFY18-19 Problem Gambling Prevention

Opportunity Details Project Information Application Forms (1) Submit

Forms [Help](#) [Save & Continue](#)



Name	Status	Print
SFY18-19 Grant Application - Problem Gambling (Prevention)	New	

< > 1 25 items per page 1 - 1 of 1 items

[Save & Continue](#)

Submitting an Application

To submit an application:

1. Review all areas of the application including **Project Information** and **Application Forms** to confirm that your application is complete and that you are ready to submit your application
2. Click the **Submit** icon  on the application progress bar to access the **Submit** application page
3. Review information on the **Submit** application page including any warning messages about **New** or **In Progress** forms and make edits to your forms as needed
4. When all forms are complete and you are ready to submit your application, click the **Submit** button on the **Submit** application page 

IMPORTANT NOTE:

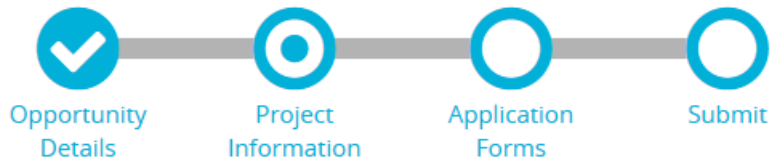
Once you submit your application, you will not be able to edit your responses.








Exploring the Applicant Portal





Application Progress Bar & Other Applicant Portal Icons

Application Progress Bar



Application Progress Bar Icons	
	Incomplete Step
	Current Step
	Saved Step
	Completed Step
	Current step and saved or completed

Other Applicant Portal Icons

Other Applicant Portal Icons	
	Create
	Edit
	Delete
	Print

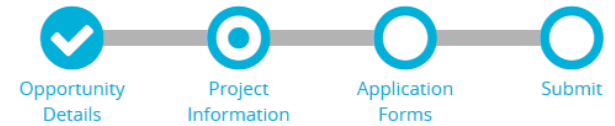
Application Pages Overview




The following pages are accessible from the Application Progress Bar:


- **Opportunity Details** – Page provides basic information about the opportunity. No action is required by the applicant on this page.
- **Project Information** – Page allows applicants to define the Application Name and Amount of Award Requested. By default, the Application Name displays as the Opportunity Name as defined by the funder, and the Primary Contact as the user who started the application process.
- **Application Forms** – Page provides access to the customized application forms created by the funder.
- **Submit** – The Submit page is the final step in returning your organization application to the funder. Once your application has been submitted, you cannot edit your application. Clicking the Submit button notifies the funder that your organization has submitted an application.


Application Page Buttons





The buttons that display on the application page vary based on the page:

- Save** 

To save progress and stay on the current page
- Save & Continue** 

To save progress and move to the next page
- Mark as Complete** 

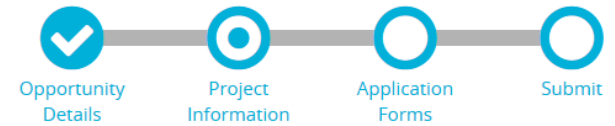
To mark the page as complete
- Mark as Not Complete** 

To mark the page as not complete
- Submit** 

To submit the application to the funder

Page	Application Page Buttons				
	Save	Save & Continue	Mark as Complete	Mark as Not Complete	Submit
Opportunity Details		X			
Project Information	X	X	X	X	
Application Forms	X	X	X	X	
Submit					X

Opportunity Details Page



SFY18-19 Problem Gambling Prevention



Opportunity Details ✓

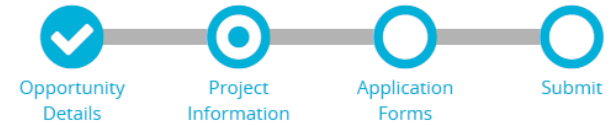
[Help](#)

[Save & Continue](#)

Opportunity Information

Title	SFY18-19 Problem Gambling Prevention
Description	Problem Gambling Prevention is aligned with the Nevada Department of Health and Human Services (DHHS) Problem Gambling Services 2017-2019 Strategic Plan. The goal for Prevention and Health Promotion is: "Support effective problem gambling prevention and health promotion programs to reduce the occurrence and impact of problem gambling on individuals, families, and communities."
Posted Date	2/23/2017
Archive Date	6/30/2017

Project Information Page



SFY18-19 Problem Gambling Prevention



Project Information ✓

Help

Save

Save & Continue

Application Information

Application Name* ✓

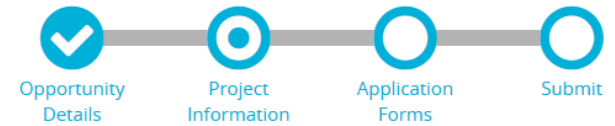
Total Amount of Award Requested

Primary Contact Information

Name*

Problem Gambling Treatment Applications
Enter \$0 in the Total Amount of Award Requested field in the Project Information

Application Forms Page



SFY18-19 Problem Gambling Prevention



Forms ✓

Help

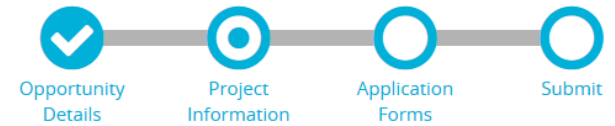
Save & Continue

Name	Status	Print
SFY18-19 Grant Application - Problem Gambling (Prevention)	Complete	

◀ ◁ 1 ▷ ▶ 25 items per page 1 - 1 of 1 items

Save & Continue

Submit Page




SFY18-19 Problem Gambling Prevention



You are about to submit your application, **SFY18-19 Problem Gambling Prevention**, to **NV Department of Health and Human Services, Office of Community Partnerships and Grants**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

 Review

Submit



Accessing an In Progress Application

Accessing an In Progress Application

To access an in progress application:

1. Go to gotomygrants.com
2. Enter **Email**
3. Enter **Password**
4. Click **Login**
5. Click on the **Application Name** link in the application grid to access the application

Application Na...	Submission St...	Funder Name	Title	Opportunity St...	Submission O...	Submission Cl...	Award Floor	Award Ceiling
SFY18-19 Problem Gambling Prevention	Unsubmitted	NV Department of Health and Human Services, Office of Community Partnerships and Grants	SFY18-19 Problem Gambling Prevention	Open	2/16/2017 3:30 PM	3/31/2017 5:00 PM		



Creating Multiple Applications

Creating Multiple Applications

To create an application for another program:

1. Go to the **Grant Application Public Link**:
<https://gotomygrants.com/public/opportunities/nv-department-of-health-and-human-services%2c-office-of-community-partnerships-and-grants>
2. Click on the Opportunity Name to apply to
3. Click the **Apply** button
4. Enter **Email**
5. Enter **Password**
6. Click the **Login** button on the **Login** window

*Note: After logging in, the **Opportunity Information** page will display again.*

7. Click **Apply**
8. Click the **Continue** button in the **Multiple Applications** window to create another application

SFY18-19 Problem Gambling Prevention Print Help Save Apply

Opportunity Information

Title	SFY18-19 Problem Gambling Prevention
Description	Problem Gambling Prevention is aligned with the Nevada Department of Health and Human Services (DHHS) Problem Gambling Services 2017-2019 Strategic Plan. The goal for Prevention and Health Promotion is: "Support effective problem gambling prevention and health promotion programs to reduce the occurrence and impact of problem gambling on individuals, families, and communities."
Posted Date	2/23/2017
Archive Date	6/30/2017
Public Link	http://qa.gotomygrants.com/public/opportunities/details/ac055a7-9bc7-46e3-ade2-7f979031a76
Is Published	Yes

Funding Information

Funding Sources	Fund	SFY18-19 Revolving Account for the Prevention and Treatment of Problem Gambling	\$210,000.00
Estimated Total Program Funding			\$210,000.00

Multiple Applications

Your organization has the following application associated with this opportunity.

To view the application, select the Application Name. To create another application for this opportunity, select "Continue."

<u>Application Name</u>	<u>Status</u>
SFY18-19 Problem Gambling Prevention	Unsubmitted

Continue

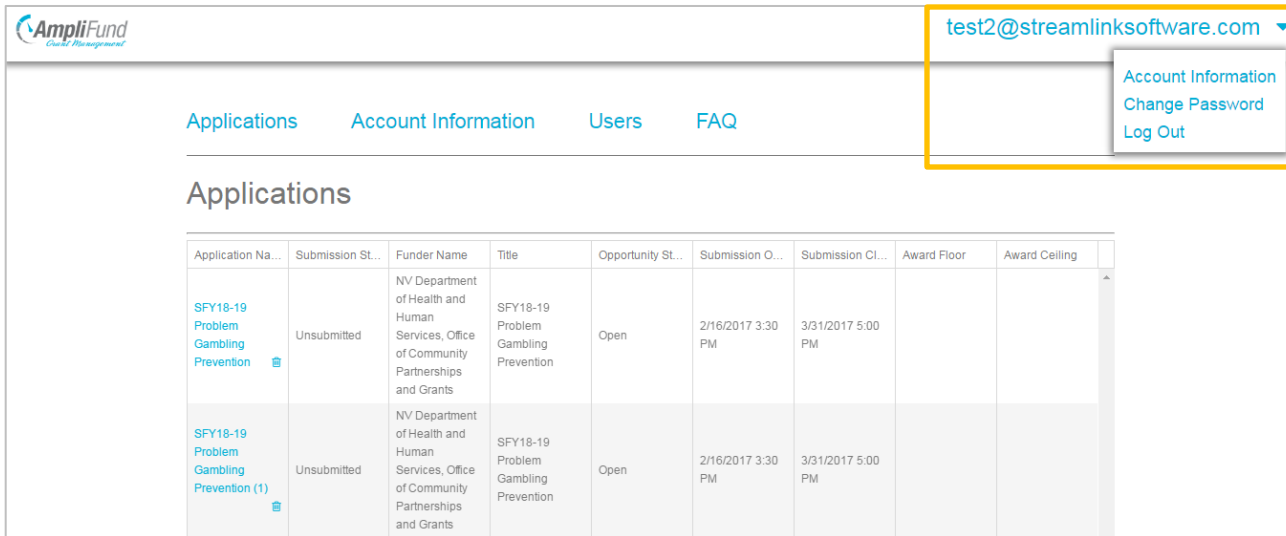


Reviewing Additional Navigation Elements & Features

User Navigation Menu

To access the User Navigation menu:

1. Click the arrow next to your user name in the upper right corner of the screen to display the **User Navigation** menu



The screenshot shows the AmpliFund Grant Management interface. In the top right corner, the user name 'test2@streamlinksoftware.com' is displayed with a dropdown arrow. A yellow box highlights this area, and a dropdown menu is open, showing the following options: 'Account Information', 'Change Password', and 'Log Out'. Below the navigation bar, there are links for 'Applications', 'Account Information', 'Users', and 'FAQ'. The main content area is titled 'Applications' and contains a table with the following data:

Application Na...	Submission St...	Funder Name	Title	Opportunity St...	Submission O...	Submission Cl...	Award Floor	Award Ceiling
SFY18-19 Problem Gambling Prevention	Unsubmitted	NV Department of Health and Human Services, Office of Community Partnerships and Grants	SFY18-19 Problem Gambling Prevention	Open	2/16/2017 3:30 PM	3/31/2017 5:00 PM		
SFY18-19 Problem Gambling Prevention (1)	Unsubmitted	NV Department of Health and Human Services, Office of Community Partnerships and Grants	SFY18-19 Problem Gambling Prevention	Open	2/16/2017 3:30 PM	3/31/2017 5:00 PM		

From the **User Navigation** menu, users may update **Account Information**, **Change Password**, or **Log Out** of the **Applicant Portal**.

Logo

To return to the Applications List:

1. Click on the **logo** in the upper left corner of the screen



Log In

NV Department of Health and Human Services, Office of Community Partnerships and Grants

Opportunities

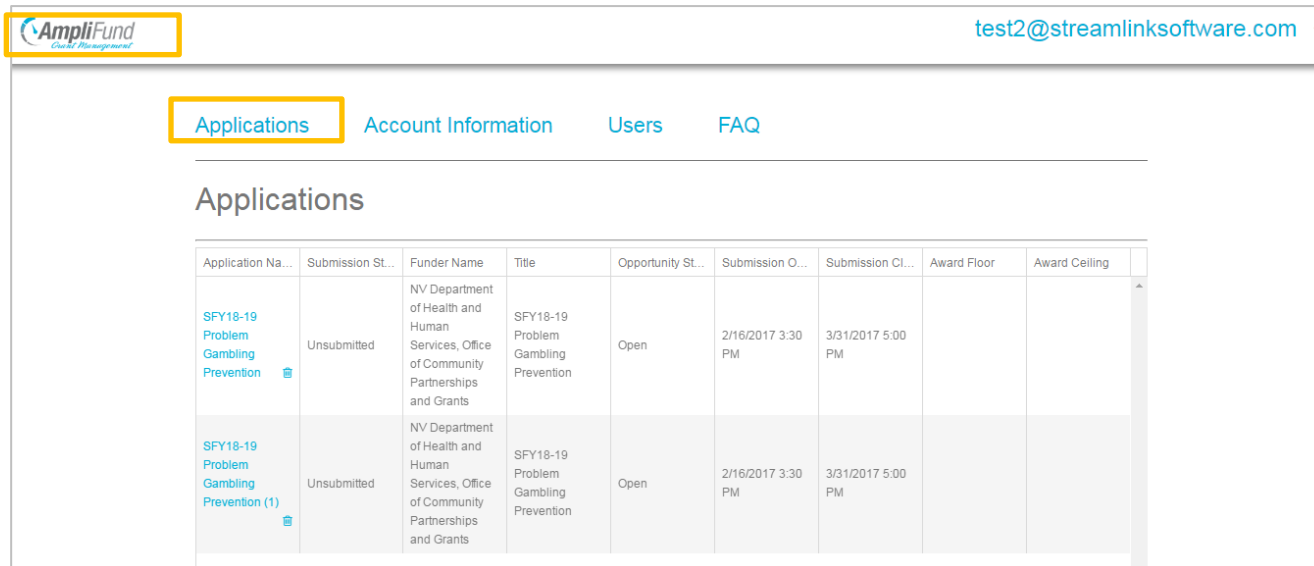
Title	Status	Submission Open Date	Submission Close Date	Award Floor	Award Ceiling
SFY18-19 Problem Gambling Prevention	Open	2/13/2017	3/31/2017		
SFY18-19 Problem Gambling Treatment	Open	2/13/2017	3/31/2017		
SFY18-19 Problem Gambling Workforce Development	Open	2/13/2017	3/31/2017		
SFY18-19 FHN - Wellness (Hunger)	Open	1/27/2017	3/10/2017		
SFY18-19 FHN - Disability (Respite Care)	Open	1/27/2017	3/10/2017		

Clicking on the **logo** in the top left corner of any page in the Applicant Portal navigates the user back to the list of applications. The **logo** is available from every page in the Applicant Portal.

Applications List

To return to the Applications List:

1. Click on the **logo** in the upper left corner of the screen



AmpliFund Grant Management

test2@streamlinksoftware.com

Applications Account Information Users FAQ

Applications

Application Na...	Submission St...	Funder Name	Title	Opportunity St...	Submission O...	Submission Cl...	Award Floor	Award Ceiling
SFY18-19 Problem Gambling Prevention	Unsubmitted	NV Department of Health and Human Services, Office of Community Partnerships and Grants	SFY18-19 Problem Gambling Prevention	Open	2/16/2017 3:30 PM	3/31/2017 5:00 PM		
SFY18-19 Problem Gambling Prevention (1)	Unsubmitted	NV Department of Health and Human Services, Office of Community Partnerships and Grants	SFY18-19 Problem Gambling Prevention	Open	2/16/2017 3:30 PM	3/31/2017 5:00 PM		

The **Applications List** contains all applications that an applicant organization has saved, started, or submitted. Applications will appear on the list between the opportunity's **Posted Date** and **Archive Date**. After the **Archive Date** occurs, the application will no longer appear on the listing page.

Deleting an Application


To delete an application:

1. On the **Applications List**, Click the **Delete** icon  next to the name of the application you wish to delete

Applications Account Information Users FAQ

Applications

Application Na...	Submission St...	Funder Name	Title	Opportunity St...	Submission O...	Submission Cl...	Award Floor	Award Ceiling
SFY18-19 Problem Gambling Prevention	Unsubmitted	NV Department of Health and Human Services, Office of Community Partnerships and Grants	SFY18-19 Problem Gambling Prevention	Open	2/16/2017 3:30 PM	3/31/2017 5:00 PM		



Un-submitted applications may be deleted by the applicant to remove them from the applicant portal. Once deleted, the application is no longer accessible.

Account Information

To access Account Information:

1. Click on the **logo** in the upper left corner of the screen
2. Click on **Account Information**

AmpliFund
Grant Management

test2@streamlinksoftware.com

Applications **Account Information** Users FAQ

Account Information Edit

User Information

Email Address test2@streamlinksoftware.com

Contact Information

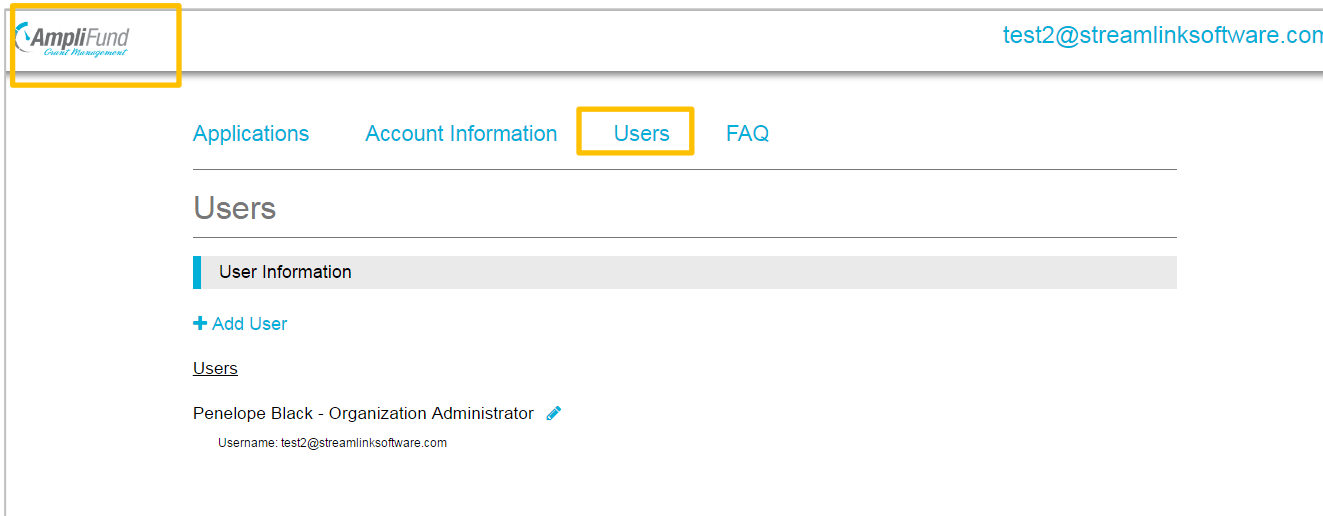
First Name Penelope
Middle Name
Last Name Black
Suffix

On the **Account Information** page, a user may update contact information.

Users

To add additional Users:

1. Click on the **logo** in the upper left corner of the screen
2. Click on **Users**



The screenshot displays the AmpliFund Grant Management application interface. In the top left corner, the AmpliFund logo is highlighted with a yellow box. The top right corner shows the email address test2@streamlinksoftware.com. Below the header, there is a navigation menu with four items: Applications, Account Information, Users (highlighted with a yellow box), and FAQ. The main content area is titled 'Users' and contains a 'User Information' section, a '+ Add User' button, and a list of users. The first user listed is 'Penelope Black - Organization Administrator' with a pencil icon for editing, and the username 'test2@streamlinksoftware.com' is displayed below the name.

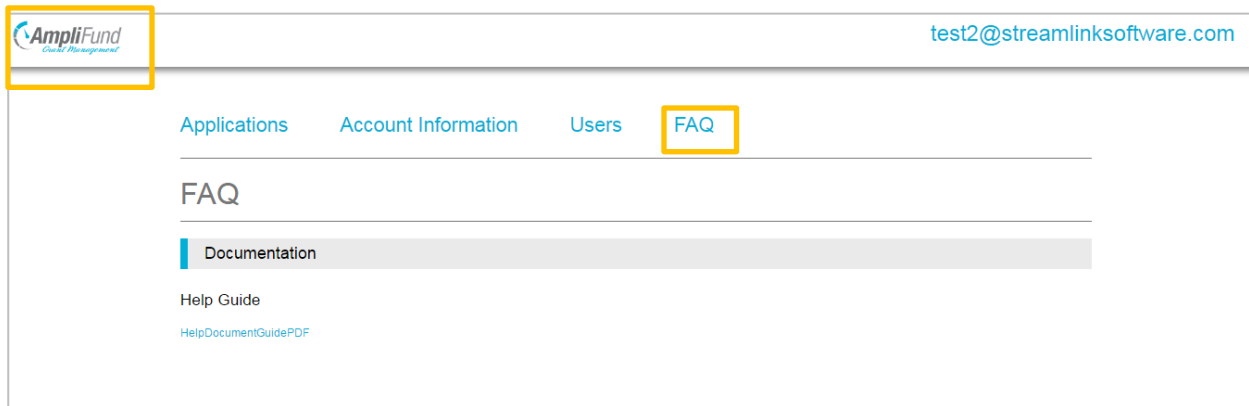
When applications involve collaboration amongst multiple people, additional **users** may be created within one organization's applicant organization

Note: When adding additional users to the Applicant Portal, you need to communicate the login credentials to the users so that they are able to login.

FAQ

To access the FAQ page:

1. Click on the **logo** in the upper left corner of the screen
2. Click on **FAQ**



The **FAQ** page provides access to **AmpliFund Applicant Portal** documentation.

Note: The **AmpliFund Applicant Portal** documentation accessible from the **FAQ** page is not customer specific. Therefore, your funding organization may not be utilizing all of the features discussed in this document.



Support Procedures

Support Procedures

- **Gloria Sulhoff** is the primary point of contact for all technical questions, including the application process, completing and submitting applications, and will contact StreamLink's Customer Success Team via the AmpliFund Support Portal (<http://amplifund.zendesk.com>) if she determines that a question requires technical assistance from StreamLink
- StreamLink Software's support hours are 8:00 AM – 8:00 PM Eastern (Monday – Friday)

Contact Information:

- Gloria Sulhoff: GSulhoff@dhhs.nv.gov
- StreamLink Software Support: 216.377.5500
 - Dial 2 for customer support; then dial 1 for AmpliFund Customer Success