



AmpliFund Applicant Portal Training

Session 1: January 27, 2017

Session 2: January 30, 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

SFY 18-19 FHN – Disability (Respite Care) Grant Application Public Link:

<https://gotomygrants.com/public/opportunities/details/893465f2-0183-4a23-8301-222a90262712>

SFY18-19 FHN - Disability (Respite Care)

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

Opportunity Information

Title	SFY18-19 FHN - Disability (Respite Care)
Description	Respite Care is intended to alleviate stress by providing temporary relief for the primary caregiver of a person or persons with disabilities of any age (including children in out-of-home placement).
Posted Date	1/27/2017
Archive Date	7/1/2017
Public Link	http://qa.gotomygrants.com/public/opportunities/details/893465f2-0183-4a23-8301-222a90262712
Is Published	Yes

Funding Information

Estimated Total Program Funding	\$640,000.00
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Award Information



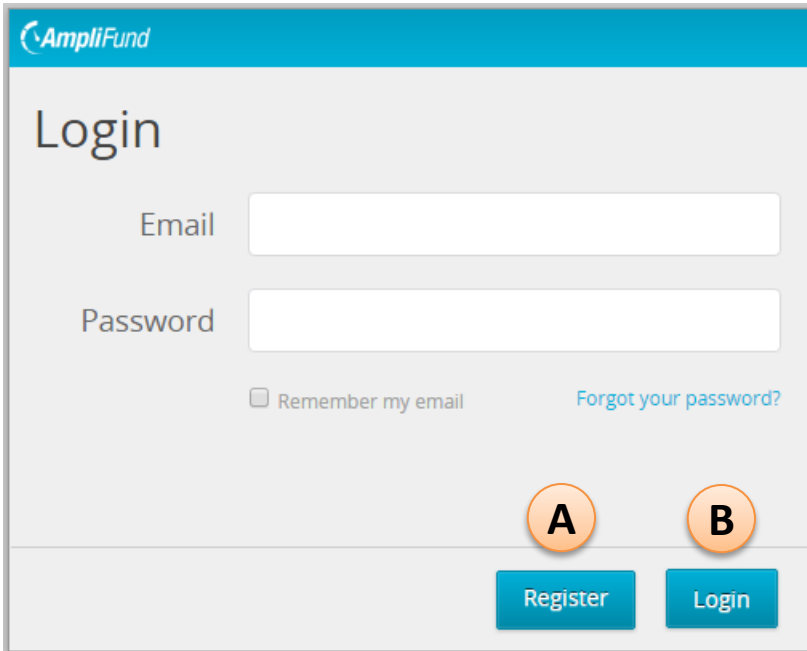
Applying for an Opportunity

Applying for an Opportunity

To apply:

Click the **Apply** button 

The AmpliFund Login window displays



The image shows a screenshot of the AmpliFund Login window. At the top is a blue header with the AmpliFund logo. Below the header, the word "Login" is displayed. There are two input fields: "Email" and "Password". Below the "Email" field is a checkbox labeled "Remember my email". To the right of the "Password" field is a link that says "Forgot your password?". At the bottom of the window, there are two buttons: "Register" and "Login". Above the "Register" button is a circular orange icon with the letter "A", and above the "Login" button is a circular orange icon with the letter "B".

A New AmpliFund Users

To register on the AmpliFund Applicant Portal:

 Register




B Existing AmpliFund Users


To login to the AmpliFund Applicant Portal:

 Login

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




Create New Account

If you have already registered, please click [here](#) to login.

User Information

Email Address*

Password*

Confirm Password*

Contact Information

First Name*

Middle Name

Last Name*

Suffix

Title

Address Line 1*

Address Line 2

City*

State*

Postal Code*

Logging into the AmpliFund Applicant Portal



To login to the AmpliFund Applicant Portal:

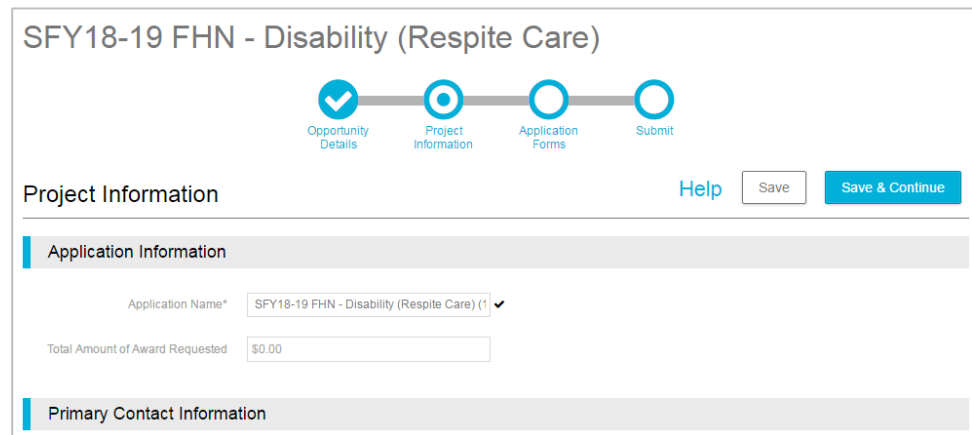
1. Enter **Email**
2. Enter **Password**
3. Click the **Login** button on the **Login** window



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 FHN - Disability (Respite Care)

Opportunity Details Project Information Application Forms Submit

Project Information [Help](#)

Application Information

Application Name* SFY18-19 FHN - Disability (Respite Care) (1) ✓

Total Amount of Award Requested \$0.00

Primary Contact Information

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

The screenshot shows the 'SFY18-19 FHN - Disability (Respite Care)' application form. At the top, a progress bar indicates four steps: 'Opportunity Details' (checked), 'Project Information' (checked), 'Application Forms (1)' (active), and 'Submit' (pending). Below the progress bar, the word 'Forms' is displayed on the left, and 'Help' and 'Save & Continue' buttons are on the right. A table lists the application forms. The first row shows 'SFY18-19 Grant Application Form - FHN Disability (Respite)' with a status of 'New' and a print icon. Below the table, there are navigation controls (back, first, 1, next, forward) and a dropdown for '25 items per page'. At the bottom right of the table area, it says '1 - 1 of 1 items'. A 'Save & Continue' button is located at the bottom of the form.

Name	Status	Print
SFY18-19 Grant Application Form - FHN Disability (Respite)	New	

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



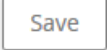




The following pages are accessible from the Application Progress Bar:

- **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

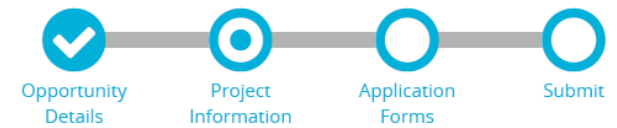


The buttons that display on the application page vary based on the page:

- **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 FHN - Disability (Respite Care)



Opportunity Details ✓

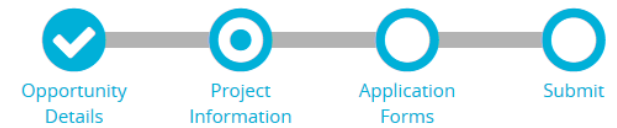
Help

Save & Continue

Opportunity Information

Title	SFY18-19 FHN - Disability (Respite Care)
Description	Respite Care is intended to alleviate stress by providing temporary relief for the primary caregiver of a person or persons with disabilities of any age (including children in out-of-home placement).
Posted Date	1/27/2017
Archive Date	7/1/2017
Public Link	http://qa.gotomygrants.com/public/opportunities/details/893465f2-0183-4a23-8301-222a90262712
Is Published	Yes

Project Information Page



SFY18-19 FHN - Disability (Respite Care)



Project Information

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

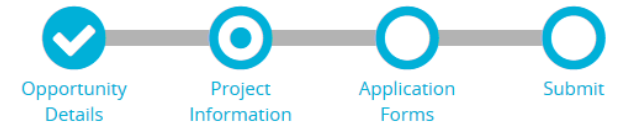
Application Information

Application Name* ✓

Total Amount of Award Requested

Primary Contact Information

Application Forms Page



SFY18-19 FHN - Disability (Respite Care)



Forms

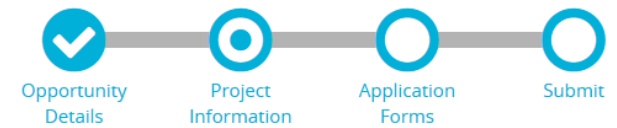
[Help](#)[Save & Continue](#)

Name	Status	Print	
SFY18-19 Grant Application Form - FHN Disability (Respite)	New		

◀ < 1 > ▶ 25 ▼ items per page 1 - 1 of 1 items

[Save & Continue](#)

Submit Page



SFY18-19 FHN - Disability (Respite Care)




You are about to submit your application, **SFY18-19 FHN - Disability (Respite Care) (1)**, 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.

You have forms containing required fields which have not been completed!

 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

Applications Account Information Users FAQ								
Applications								
Application N...	Submission S...	Funder Name	Title	Opportunity St...	Submission O...	Submission C...	Award Floor	Award Ceiling
SFY18-19 FHN - Wellness (Hunger)	Submitted	NV Department of Health and Human Services, Office of Community Partnerships and Grants	SFY18-19 FHN - Wellness (Hunger)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		
SFY18-19 FHN - Disability (Respite Care)	Submitted	NV Department of Health and Human Services, Office of Community Partnerships and Grants	SFY18-19 FHN - Disability (Respite Care)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		
SFY18-19 FHN - Disability Services (Independent)	Submitted	NV Department of Health and Human Services, Office of Community	SFY18-19 FHN - Disability Services (Independent)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		



Creating Multiple Applications

Creating Multiple Applications

To create an application for another program:

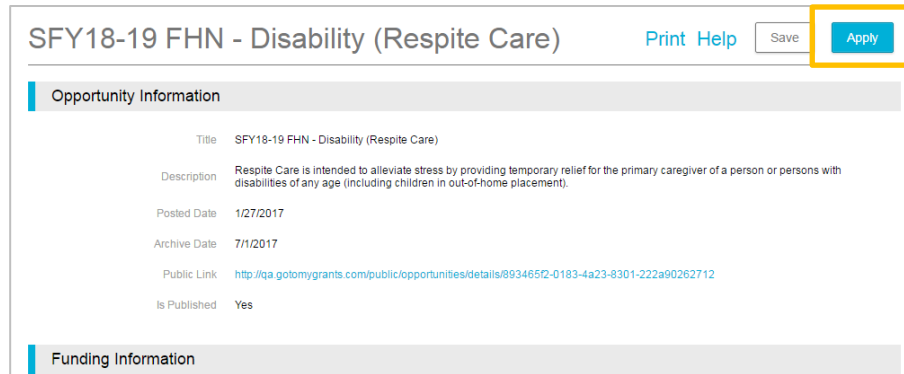
1. Go to the **SFY 18 – 19 FHN – Disability (Respite Care) Grant Application Public Link:**

<https://gotomygrants.com/public/opportunities/details/893465f2-0183-4a23-8301-222a90262712>

2. Click the **Apply** button
3. Enter **Email**
4. Enter **Password**
5. Click the **Login** button on the **Login** window

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

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

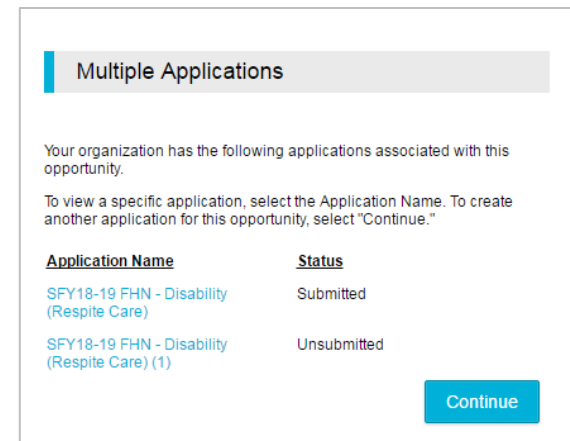


SFY18-19 FHN - Disability (Respite Care) [Print](#) [Help](#) [Save](#) [Apply](#)

Opportunity Information

Title	SFY18-19 FHN - Disability (Respite Care)
Description	Respite Care is intended to alleviate stress by providing temporary relief for the primary caregiver of a person or persons with disabilities of any age (including children in out-of-home placement).
Posted Date	1/27/2017
Archive Date	7/1/2017
Public Link	http://qa.gotomygrants.com/public/opportunities/details/893465f2-0183-4a23-8301-222a90262712
Is Published	Yes

Funding Information



Multiple Applications

Your organization has the following applications associated with this opportunity.

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

<u>Application Name</u>	<u>Status</u>
SFY18-19 FHN - Disability (Respite Care)	Submitted
SFY18-19 FHN - Disability (Respite Care) (1)	Unsubmitted

[Continue](#)

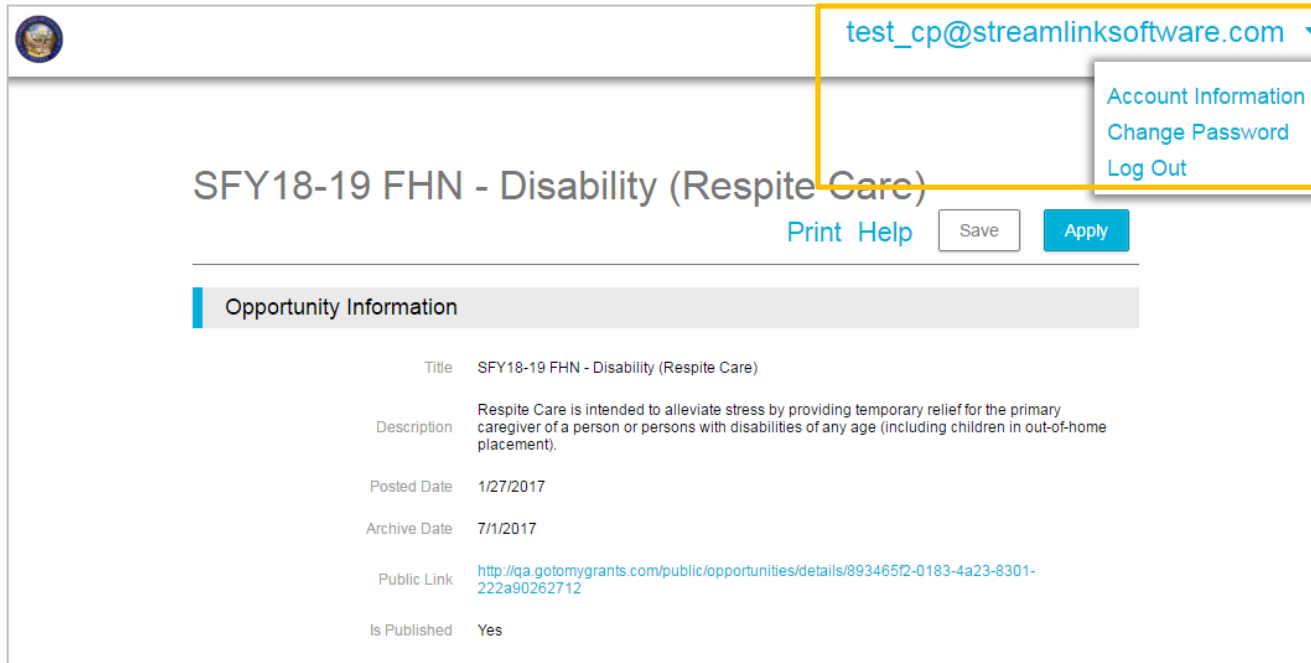


Reviewing Additional Navigation Elements & Features

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 Applicant Portal interface. In the upper right corner, the user name "test_cp@streamlinksoftware.com" is displayed with a dropdown arrow. A yellow box highlights this area, and a menu is shown with the following options: "Account Information", "Change Password", and "Log Out". Below the user name, the main content area displays "SFY18-19 FHN - Disability (Respite Care)" with "Print Help", "Save", and "Apply" buttons. A section titled "Opportunity Information" contains the following details:

Title	SFY18-19 FHN - Disability (Respite Care)
Description	Respite Care is intended to alleviate stress by providing temporary relief for the primary caregiver of a person or persons with disabilities of any age (including children in out-of-home placement).
Posted Date	1/27/2017
Archive Date	7/1/2017
Public Link	http://qa.gotomygrants.com/public/opportunities/details/893465f2-0183-4a23-8301-222a90262712
Is Published	Yes

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



test_cp@streamlinksoftware.com

SFY18-19 FHN - Disability (Respite Care)

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

Opportunity Information

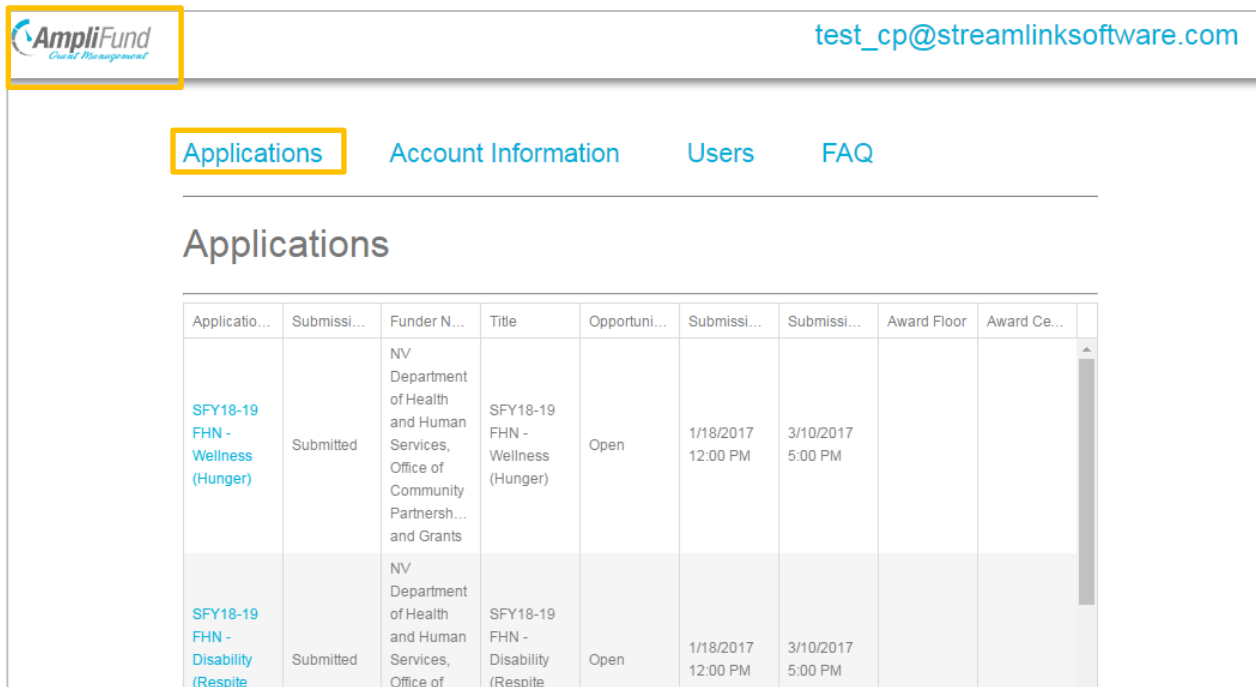
Title	SFY18-19 FHN - Disability (Respite Care)
Description	Respite Care is intended to alleviate stress by providing temporary relief for the primary caregiver of a person or persons with disabilities of any age (including children in out-of-home placement).
Posted Date	1/27/2017
Archive Date	7/1/2017
Public Link	http://qa.gotomygrants.com/public/opportunities/details/893465f2-0183-4a23-8301-222a90262712
Is Published	Yes

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



The screenshot shows the AmpliFund Grant Management web application. The top navigation bar includes the AmpliFund logo (highlighted with a yellow box), the email address test_cp@streamlinksoftware.com, and a navigation menu with links for Applications (highlighted with a yellow box), Account Information, Users, and FAQ. Below the navigation bar, the page title is "Applications". A table displays the list of applications.

Applicatio...	Submissi...	Funder N...	Title	Opportuni...	Submissi...	Submissi...	Award Floor	Award Ce...
SFY18-19 FHN - Wellness (Hunger)	Submitted	NV Department of Health and Human Services, Office of Community Partnersh... and Grants	SFY18-19 FHN - Wellness (Hunger)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		
SFY18-19 FHN - Disability (Respite)	Submitted	NV Department of Health and Human Services, Office of	SFY18-19 FHN - Disability (Respite)	Open	1/18/2017 12:00 PM	3/10/2017 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

AmpliFund Grant Management test_cp@streamlinksoftware.com

Application...	Submissi...	Funder N...	Title	Opportuni...	Submissi...	Submissi...	Award Floor	Award Ce...
FHN - Disability (Positive Behavior Support)	Submitted	On Health and Human Services, Office of Community Partnersh... and Grants	FHN - Disability (Positive Behavior Support)	Open	1/12/2017 12:00 PM	3/10/2017 5:00 PM		
SFY18-19 Prevention of Child Abuse and Neglect	Submitted	NV Department of Health and Human Services, Office of Community Partnersh... and Grants	SFY18-19 Prevention of Child Abuse and Neglect	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		
SFY18-19 FHN - Disability (Respite Care) (1)	Unsubmit...	NV Department of Health and Human Services, Office of Community Partnersh... and Grants	SFY18-19 FHN - Disability (Respite Care)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		

25 items per page 1 - 6 of 6 items

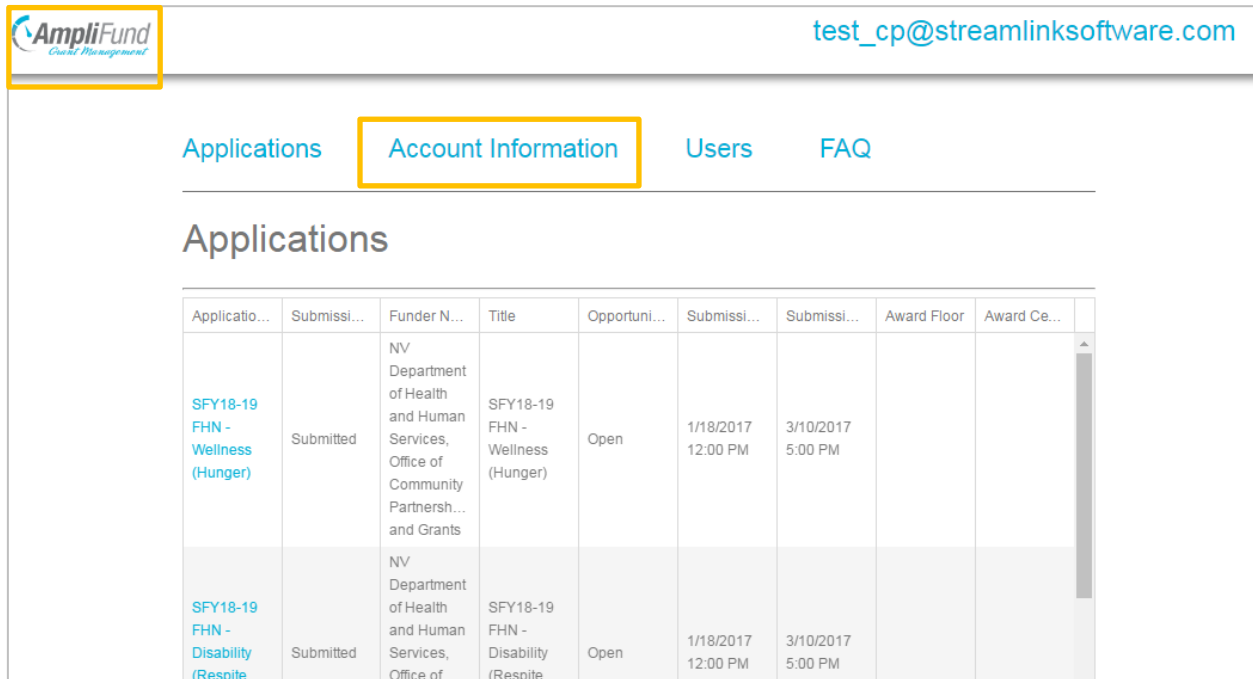


Un-submitted applications may be deleted by the applicant to remove them from the applicant portal. Once deleted, the application is no longer accessible.

Account Information

To access Account Information:

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



The screenshot shows the AmpliFund Grant Management web application. The top navigation bar includes the AmpliFund logo (highlighted with a yellow box), the email address test_cp@streamlinksoftware.com, and a navigation menu with links for Applications, Account Information (highlighted with a yellow box), Users, and FAQ. Below the navigation bar, the 'Applications' section is displayed, featuring a table of grant applications.

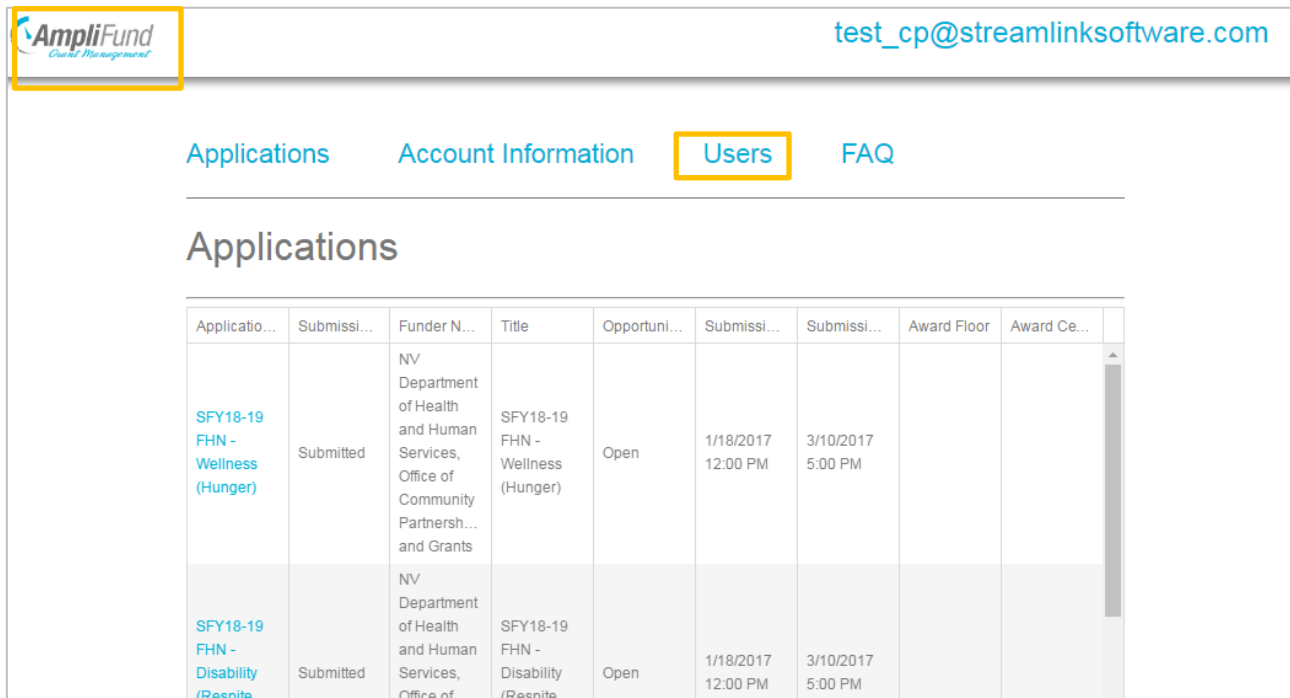
Applicatio...	Submissi...	Funder N...	Title	Opportuni...	Submissi...	Submissi...	Award Floor	Award Ce...
SFY18-19 FHN - Wellness (Hunger)	Submitted	NV Department of Health and Human Services, Office of Community Partnersh... and Grants	SFY18-19 FHN - Wellness (Hunger)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		
SFY18-19 FHN - Disability (Respite)	Submitted	NV Department of Health and Human Services, Office of	SFY18-19 FHN - Disability (Respite)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		

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**



Application...	Submissi...	Funder N...	Title	Opportuni...	Submissi...	Submissi...	Award Floor	Award Ce...
SFY18-19 FHN - Wellness (Hunger)	Submitted	NV Department of Health and Human Services, Office of Community Partnersh... and Grants	SFY18-19 FHN - Wellness (Hunger)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		
SFY18-19 FHN - Disability (Respite)	Submitted	NV Department of Health and Human Services, Office of	SFY18-19 FHN - Disability (Respite)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		

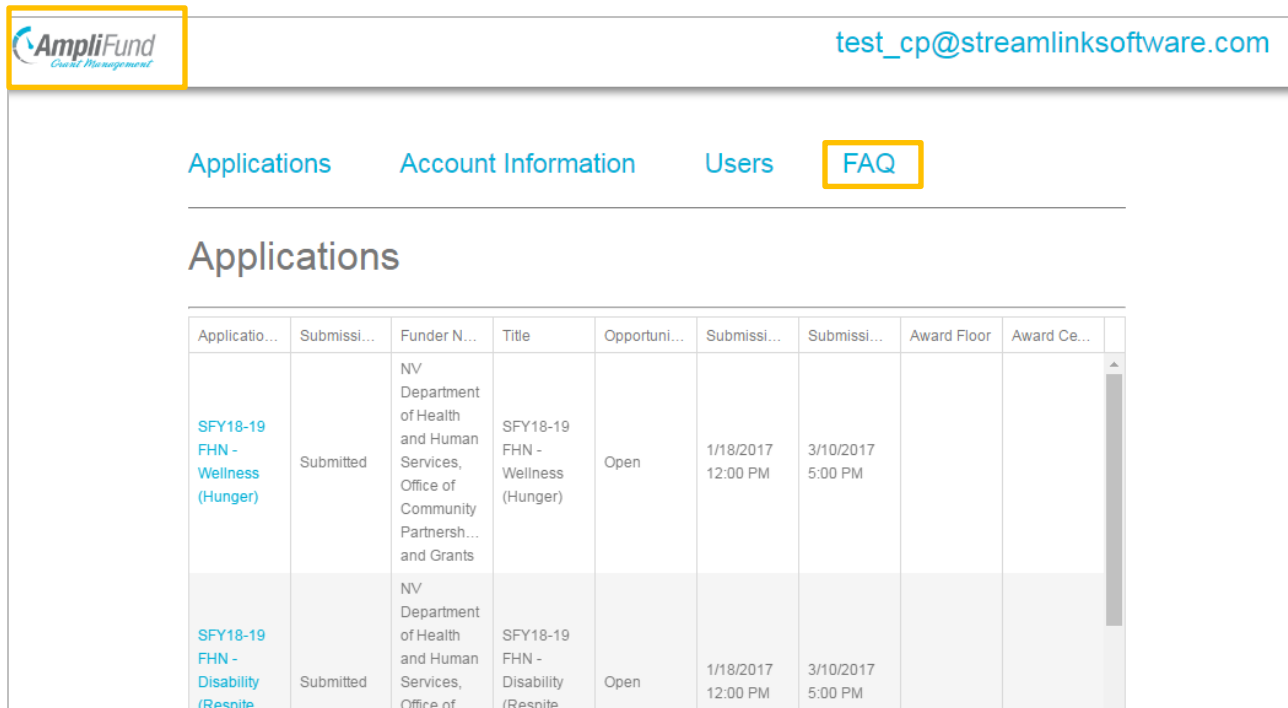
When applications involve collaboration amongst multiple people, additional **users** may be created within one organization's applicant organization

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 screenshot shows the AmpliFund Applicant Portal interface. At the top left is the AmpliFund logo, and at the top right is the email address test_cp@streamlinksoftware.com. Below the header is a navigation bar with links for Applications, Account Information, Users, and FAQ (which is highlighted with a yellow box). The main content area is titled 'Applications' and contains a table with two rows of application data.

Applicatio...	Submissi...	Funder N...	Title	Opportuni...	Submissi...	Submissi...	Award Floor	Award Ce...
SFY18-19 FHN - Wellness (Hunger)	Submitted	NV Department of Health and Human Services, Office of Community Partnersh... and Grants	SFY18-19 FHN - Wellness (Hunger)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		
SFY18-19 FHN - Disability (Respite)	Submitted	NV Department of Health and Human Services, Office of	SFY18-19 FHN - Disability (Respite)	Open	1/18/2017 12:00 PM	3/10/2017 5:00 PM		

The **FAQ** page provides access **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