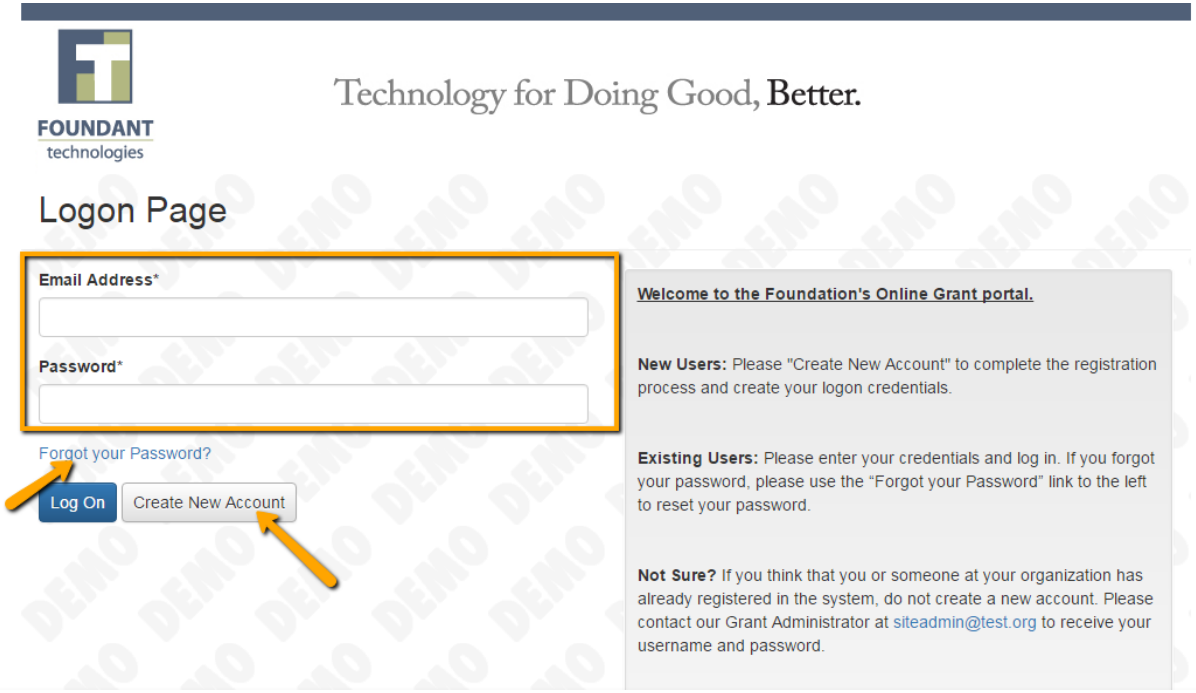
CREATING A GRANT PROFILE

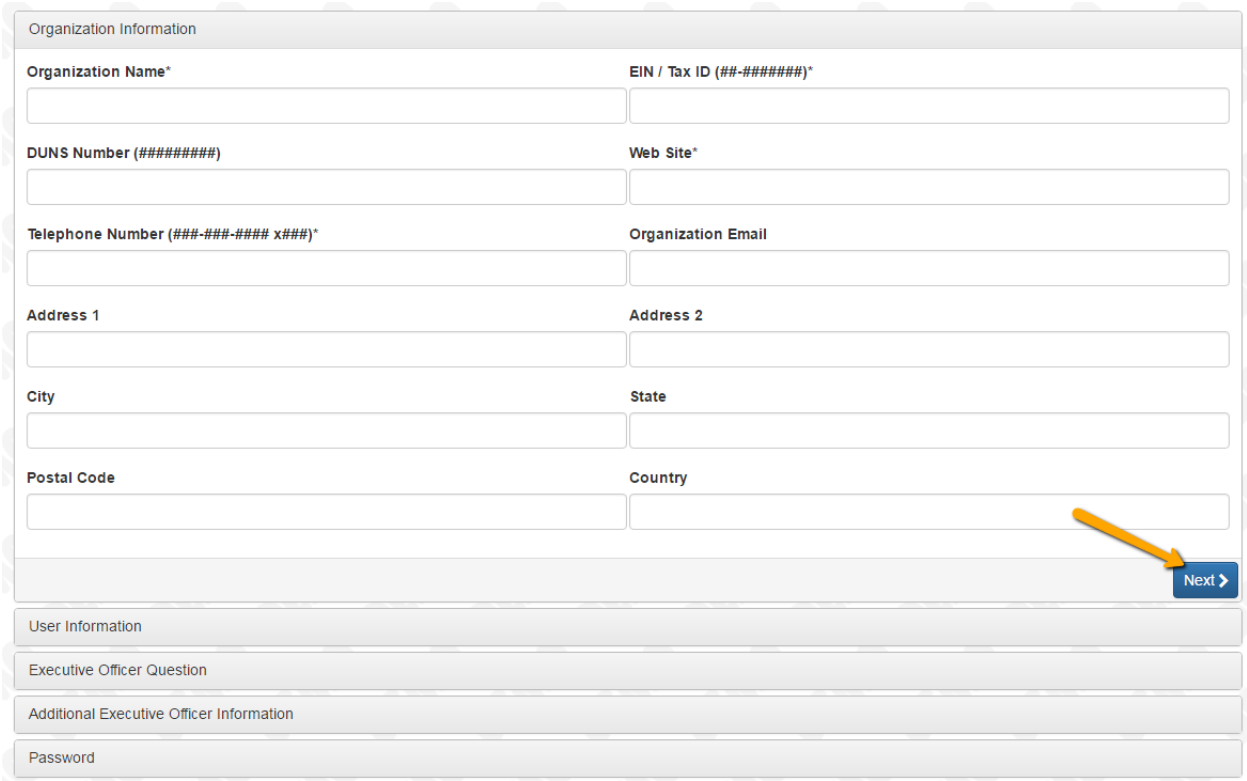
LOGON PAGE: https://www.grantinterface.com/Home/Logon?urlkey=cfozarksgrants

You will access the system via the log on page. It's recommend that you bookmark this page in your internet browser for ease of access. Select the Create New Account button. If at any time after creating an account, you can't remember your password, you may click on the Forgot Your Password button, enter your email address and will be sent a link to reset your password.



CREATE NEW ACCOUNT:

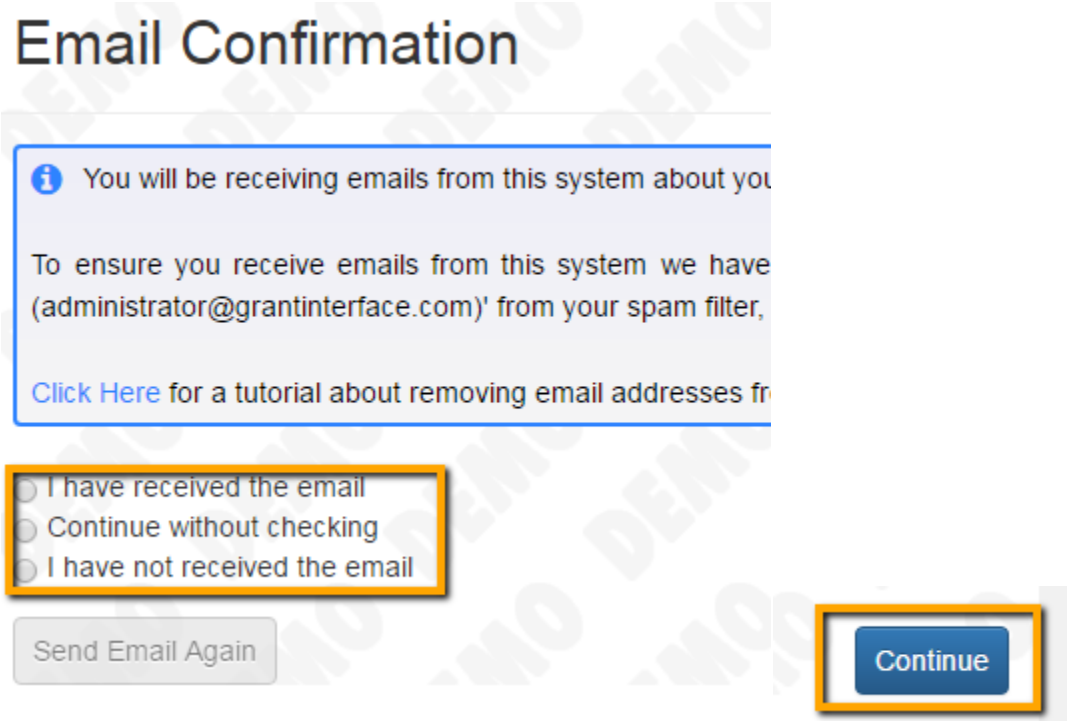
- Creating a new account is a multi-step process;
  - with the first section collecting **Organization Information**;
  - the second section collecting **User Information**;
  - and sections three and four collecting **Executive Officer** information.
- After Organization Information has been entered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



- The next section is the "**User Information**" section, or YOUR information.
  - If you 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 that should you need to navigate to 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 their browser's "back" button you will lose all registration information entered..
- In the next section, please input the details of your affiliate president in the Executive Director section. This is not applicable if the affiliate president is the person writing the grant and is the primary user (above).

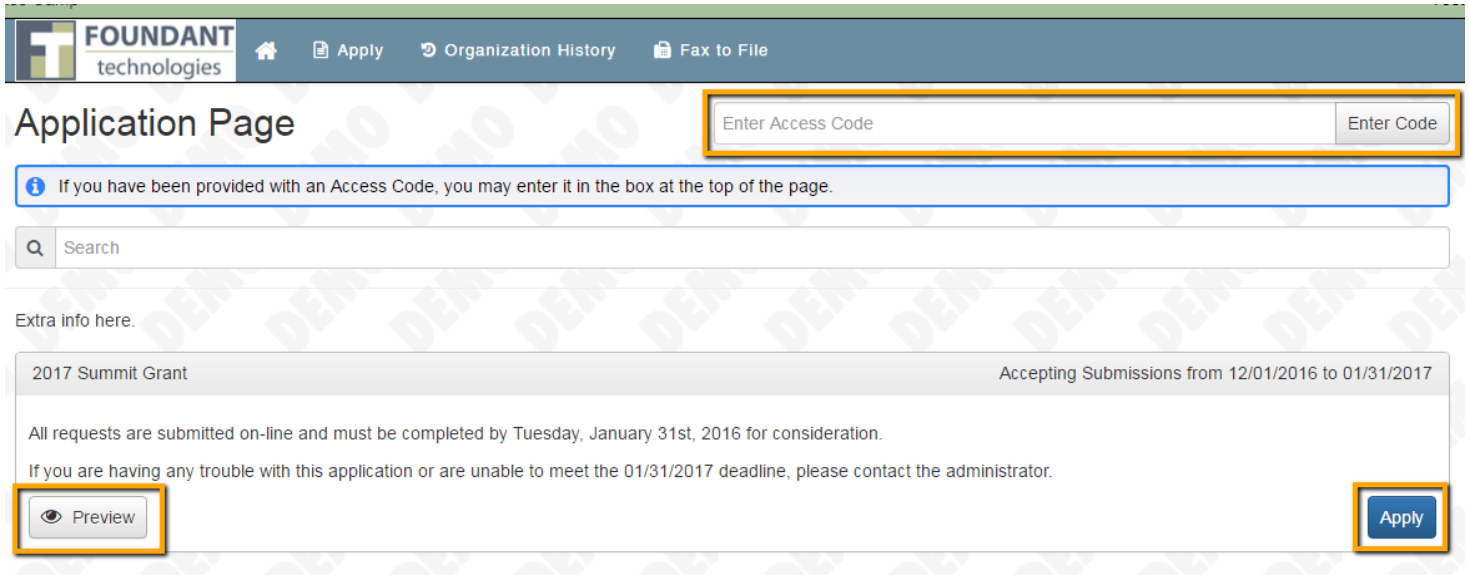
EMAIL CONFIRMATION:

Upon clicking Create Account you will be taken to the Email Confirmation page, so you can 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.



APPLY PAGE:

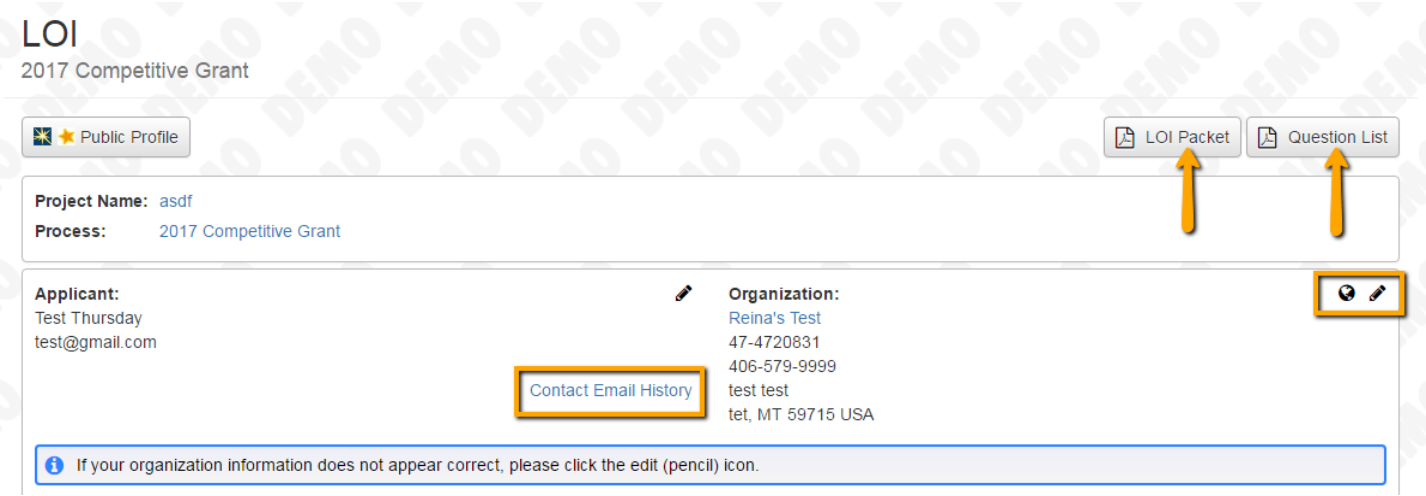
- Now you have an account in this system, and remember, this is an account that you will use for both current and future applications.
- Upon accessing the system for the first time, you will land on the Apply Page. This page will show you any currently open opportunities that you can apply for, as well as any relevant deadlines or other information related to them. You will see the ROHI grant application on this page.
- 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 under the opportunity you'd like to apply to.



APPLICATION FORM:

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

- If you'd like a copy of the application, you can click the Question List button.
- Once you've completed the form, you may click the Application Packet button to download a copy of the questions and your responses.



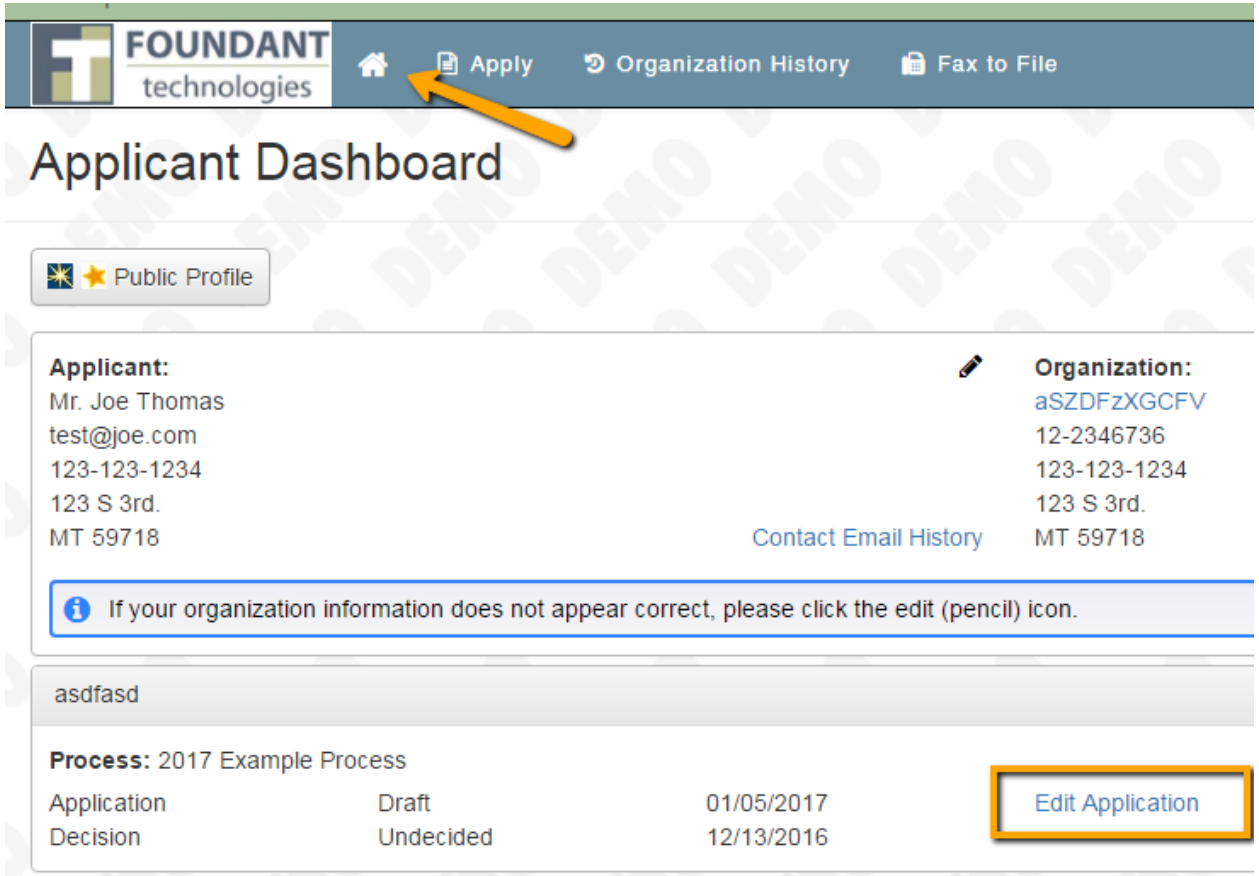
- Next, you will simply work your way through the form responding to the fields.
  - Note that any fields with an asterisk are required fields and must be completed prior to submitting an application.
- As you complete the form, the system will auto-save every 100 characters typed or every time you click 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 and 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 the applicant 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 taken to a confirmation page so you know the save was successful.
    - If you click "**Continue**" you will be taken back into the 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 youlog 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, the applicant will be taken to a confirmation page.
        - When the you click "**Continue"** you are taken to your dashboard where you can VIEW your submitted request.
        - Note, that once an application has been submitted you can no longer edit it.

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'd 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 may be assigned Follow Up Reports 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 type 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.