



*AmpliFund* 



# Applicant Training

**Massachusetts Library Construction**

**2/28/2023**

# Agenda

- Welcome & Introductions
- Logging into the Applicant Portal
- Applicant Portal Demonstration
  - Navigation Overview
  - Opportunity Review
  - Application Process Review
  - Administration Section
- Q&A
- Resources

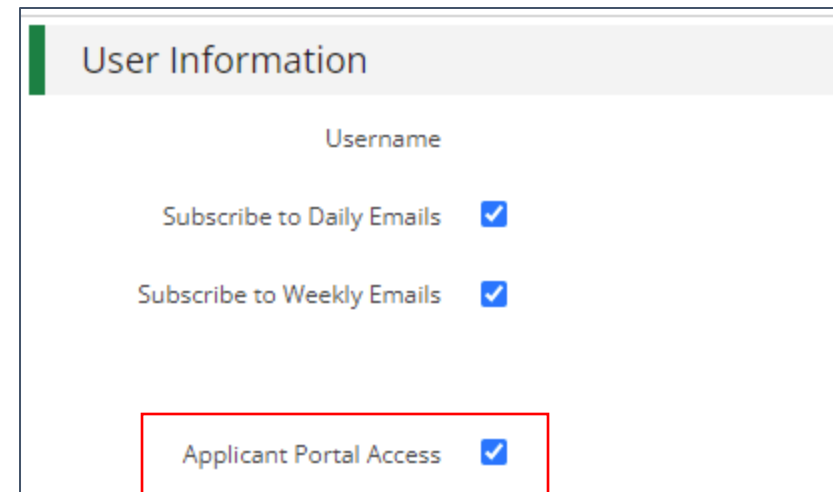
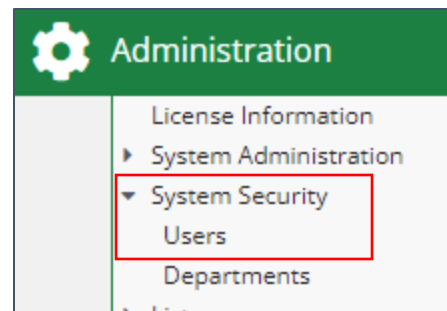
# Supported Browsers

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+

We encourage the use of Google Chrome

# Logging into the Applicant Portal Existing Users

- Access the link provided by the Construction team
- Log-in using your existing AmpliFund credentials (username=email)
- Ensure users in your account have access to the applicant portal in their user profile



# New Account Registration

- User registration is required to:
  - Save an opportunity
  - Apply for an opportunity
- Information you'll need to register:
  - Email address
  - Contact information
  - Organization contact information
- What happens next?
  - Accept the terms & conditions then you'll have full access to the applicant portal

To enable collaboration across your organization one user should set up the organization and invite users

# Applicant Portal Demonstration

# Reminders

- For standard grant types, the award requested is \$100,000
- For small population grant types, the award requested is \$125,000

# Q&A



# AmpliFund Support

## Submit a support ticket:

[support@amplifund.zendesk.com](mailto:support@amplifund.zendesk.com)

## Visit the support portal:

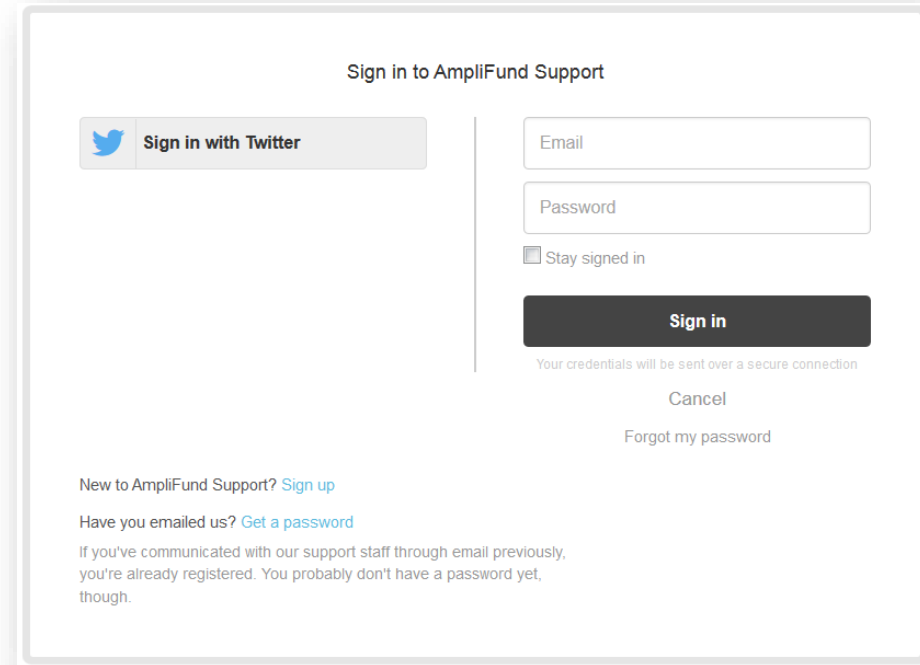
<https://amplifund.zendesk.com>

## Supported Browsers:


- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+

# AmpliFund Support Site

1. Go to <https://amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from [support@zendesk.com](mailto:support@zendesk.com) will be sent to you via email
8. Click the link to set your password



Sign in to AmpliFund Support

 Sign in with Twitter

Email

Password

Stay signed in

**Sign in**

Your credentials will be sent over a secure connection

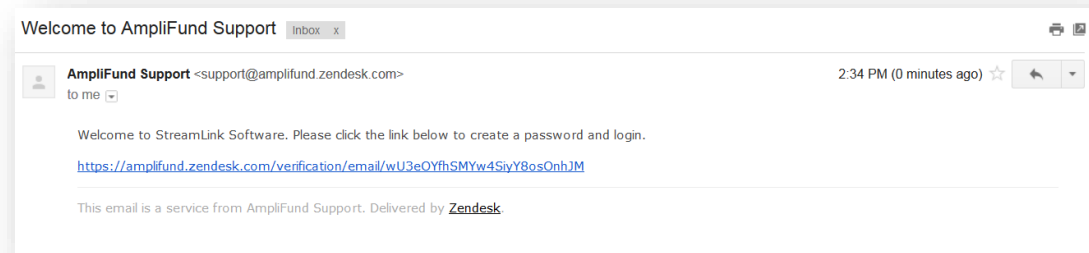
Cancel

[Forgot my password](#)

New to AmpliFund Support? [Sign up](#)

Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.



# AmpliFund Support Site

**AmpliFund**

Have a question about AmpliFund? Search our support site.

**Release Notes**  
Weekly announcement of enhancements, updates, and fixes in AmpliFund

**User Guides**  
AmpliFund User Guides and Quickstart Guides for download

**Instructions**  
Step-by-step instructions on using AmpliFund's features

**Upcoming Training and Videos**  
Live training events and videos on how to use AmpliFund

**Import Templates**  
Excel templates for importing data into AmpliFund





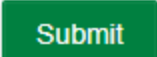
**FAQs**  
Frequently Asked Questions about using AmpliFund

**Submit a Ticket**  
Still need help? Submit a request to our help desk.

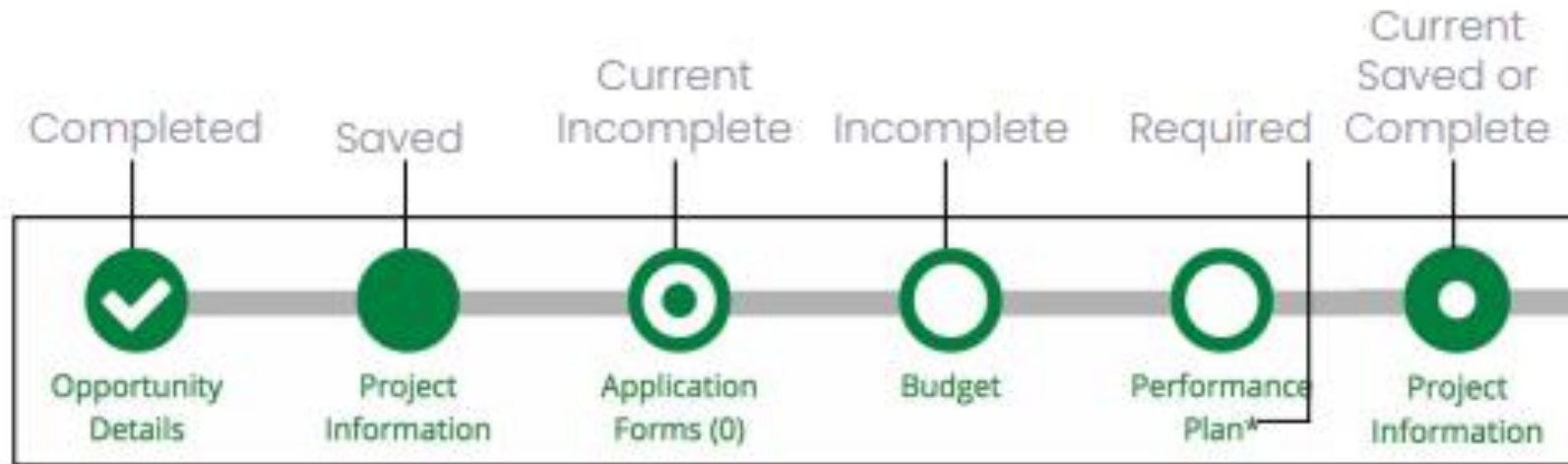
# Key administration section features

- View applications
- Update account information
- Access FAQ

# Key steps to complete an application

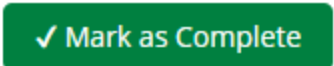
1. Click 
2. Complete Project Information
3. Complete Application form(s)
4. Complete Budget template
5. Mark each section as Complete  = 
6. Review & Download Application (if desired) 
7. Click Submit 

# Application Progress Bar



# Application Tips

- You can complete the application sections in **any order**
- Click on the **circle** of a section to navigate to that section
- You must hit **Save** or **Mark as Complete** to save your work
- If you've marked a section as "*Mark as Complete*" you can go back and **edit** that section by hitting "*Mark as in Progress*"

 ✓ Mark as Complete Mark as In Progress

- **Every section must be marked as complete to submit your application**
- Submitted applications cannot be edited, you may **withdraw** but would need to complete a new application

# Application submitted email confirmation

Hello Emily,

You are receiving this notification because the application test2 has been successfully submitted for the Example Opportunity.

test2 9/24/2020 4:57 PM (Eastern Daylight Time)

Please login to AmpliFund to review the submitted application.

Regards,  
AmpliFund Administrator