



AmpliFund 



Applicant Training

Massachusetts Library LSTA

11/08/2022

Agenda

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

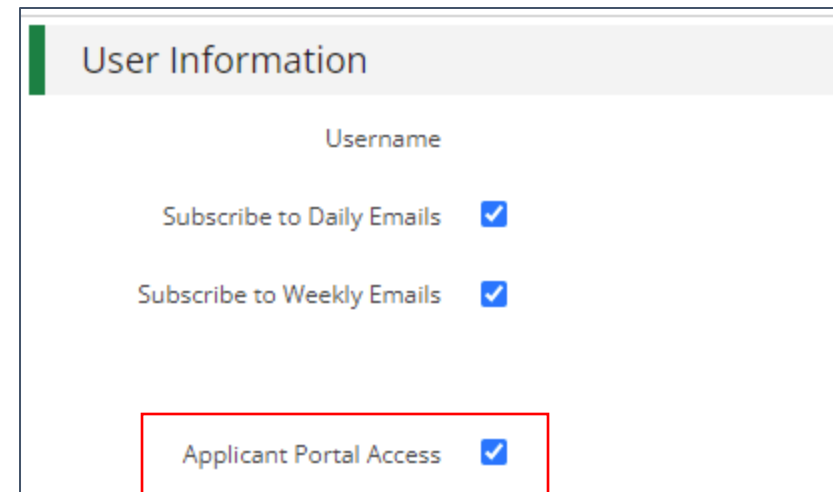
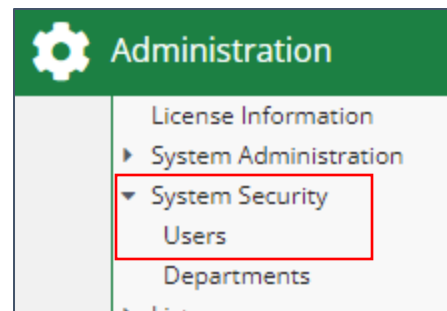
Supported Browsers

- 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 LSTA 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

Q&A

AmpliFund Support

Submit a support ticket:

support@amplifund.zendesk.com

Visit the support portal:

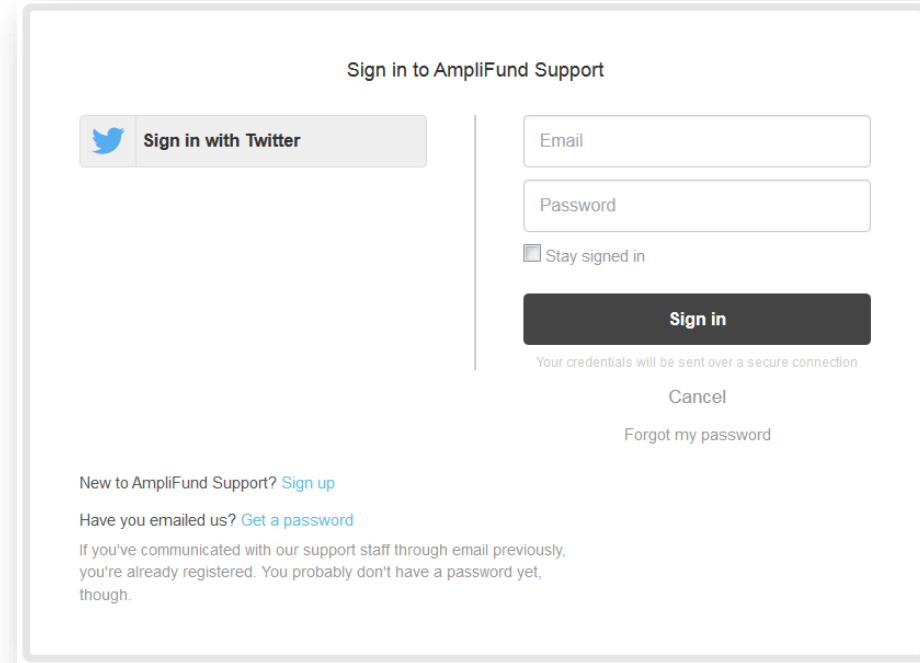
<https://amplifund.zendesk.com>

Supported Browsers:


- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
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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 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

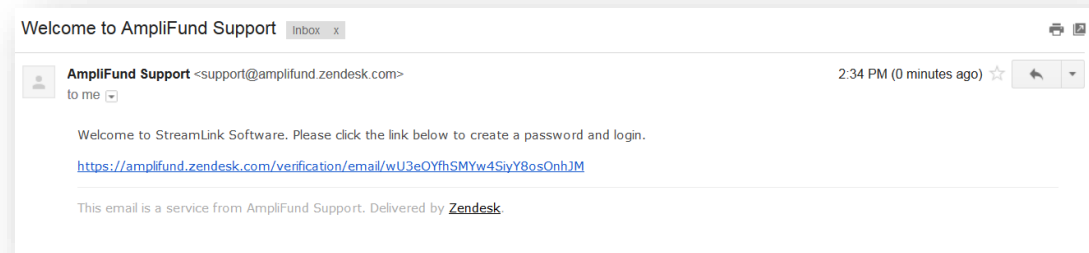
Cancel

[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.





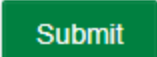


AmpliFund Support Site

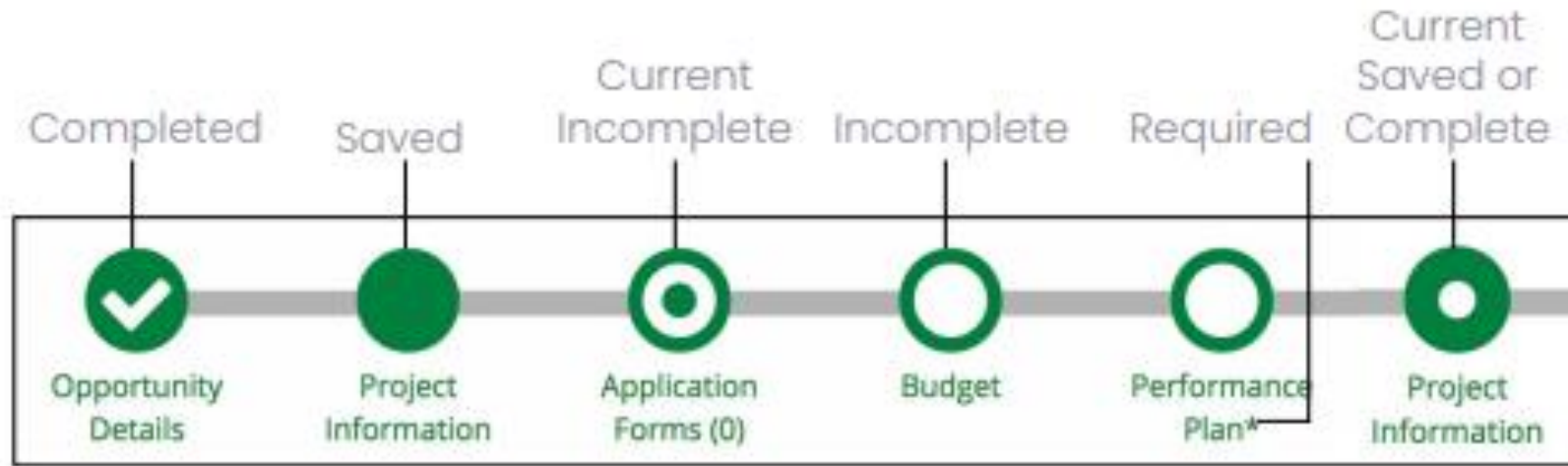
Key administration section features

- View applications
- Update account information
- Access FAQ

Key steps to complete an application

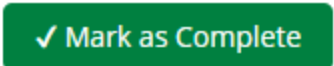
1. Click 
2. Complete Project Information
3. Complete Application form(s)
4. Complete Budget template
5. Mark each section as Complete  = 
6. Review & Download Application (if desired) 
7. Click Submit 

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