

Welcome to the video tutorial for creating an account and applying for a Grant over \$25,000 with Healthcare Foundation of La Porte via their online application system.



#### **LOGON PAGE:**

The first page you'll land on is the logon page. It's recommended that you bookmark this page in your internet browser for ease of access. If you've already created an account, you may enter your email and password and log right in. Otherwise you'll want to click on the Create New Account button. Doing so will bring you to the Create New Account page. 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 you will be sent a link to reset your password.

#### **CREATE NEW ACCOUNT:**

You will first be prompted to enter your organization information. Enter the info into their respective fields, noting that questions with an asterisk in them are required fields and you must complete them before moving forward. Note you can always click on the "Cancel Account Creation" button to abandon the registration. After you've finished entering in your organization information, click the Next button at the bottom right of the page. Now you'll be entering your individual user information, including the email address you will use to logon in the future. After you've entered in your User information, click the "Next" button to add a password and complete registration.

#### **EMAIL CONFIRMATION:**

To confirm that emails can be sent to you from the system, the registration process will ask you to check your inbox for a confirmation email. 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. Next, you will be taken directly to the Apply page.

#### **APPLY PAGE:**

This page will show you any currently open applications that you can apply for, as well as any relevant deadlines or other information related to them. You can preview the application without having to save any work by clicking on the "Preview" button. To begin working on the application click on the blue "Apply" button under the application to which you would like to apply to begin the Letter of Intent (LOI).

#### **APPLICATION FORM:**

Now you'll arrive on the form. Here you can fill out questions and fields as you make your way to the bottom.

Here are a few things to keep in mind as you work through the application:

- Required Questions will have an asterisk next to the question label.
- The system will auto-save your application for every 100 characters typed or every time you click into a new question.

- You may collapse the question groups as you go, once you've finished all the questions in that group, as an indicator to yourself that you've completed that section and reduce scrolling time
- When typing into a text area the number of characters remaining is displayed as you type. Keep in mind that spaces do count in the character count. You can expand text area responses for ease of visibility.
- For upload type questions, be wary of the size limit when uploading your files.
- You can also download a copy of your application to your computer for your records via the Application Packet button at the top of your form.

Once you've completed all the required questions you can scroll to the bottom and save or submit your application. Saving will allow you to continue working on your application later, while submitting will hand your completed application over to Healthcare Foundation of La Porte for review. Be aware that you will be automatically logged out of the online system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out"). After you've submitted, you will no longer be able to edit your application, though you can still view it.

#### **APPLICANT DASHBOARD:**

After you've submitted or saved your form you can return to your applicant Dashboard by clicking on the "Home" icon link in the navigation menu. This will give you a look at all the applications you have submitted or saved. From this page you can view applications already submitted or you can edit applications that you have saved but have not completed or submitted. All forms associated with your grant request will be located within your application section, including the LOI, application, and any follow up forms.

After you've submitted your LOI, Healthcare Foundation of La Porte will review submitted LOI's and you will receive an email letting you know whether your LOI has been approved or declined. If approved, you will log on to the same site using the account and password you've already created. Once logged in, you will land on your applicant dashboard and have access to the full application. Click the edit button to begin. Note that the process of filling out and submitting your application is identical to submitting the LOI.

#### **EDIT PROFILE:**

Lastly, if you wish to edit your account information, click your name in the top right. This will expand a drop-down menu. Click Edit my profile and 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.

And that concludes the Foundant Applicant tutorial for Healthcare Foundation of La Porte's registration and application process.