AmpliFund

Applicant Training

Massachusetts Library LSTA

1/17/2023

Agenda

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

Supported Browsers

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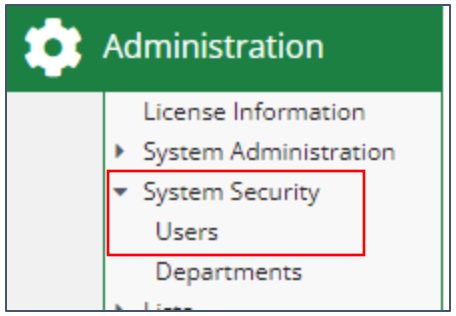
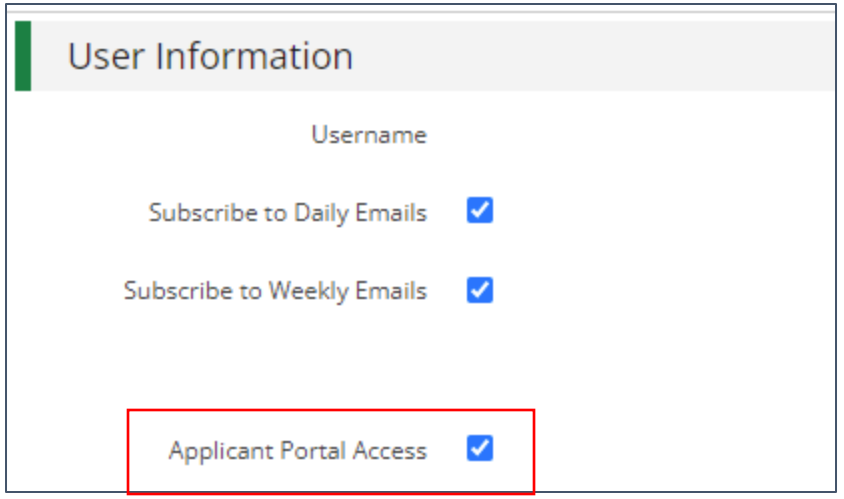
- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+

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





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Applicant Portal Demonstration

Example Application Reopened Email

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Hello Grace Grant,

AmpliFund Training: Lifecycle has reopened your Example 123 application for Park Development Opportunity opportunity for editing and resubmission. We have attached a copy of your original application for your records. Please revise and resubmit your application.

Reopened Sections

Project Information – change name

Application Forms – missing XYZ

Budget – no details

Performance Plan

Regards,
AmpliFund Administrator

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

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Q&A

AmpliFund Support

AmpliFund

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)
- Microsoft Edge (current supported releases)
- Apple Safari 10+

AmpliFund Support Site

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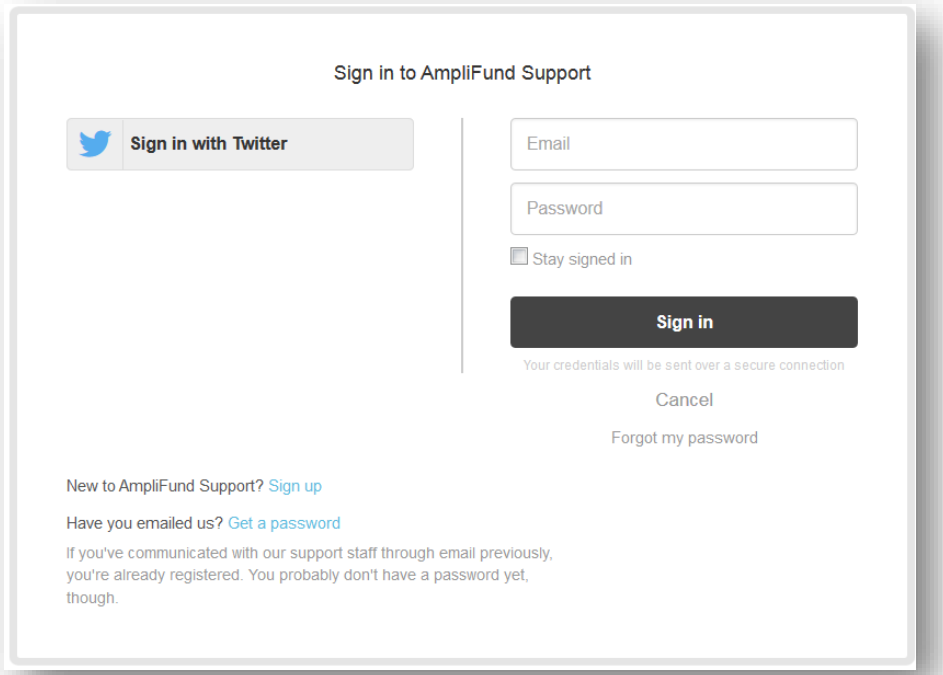
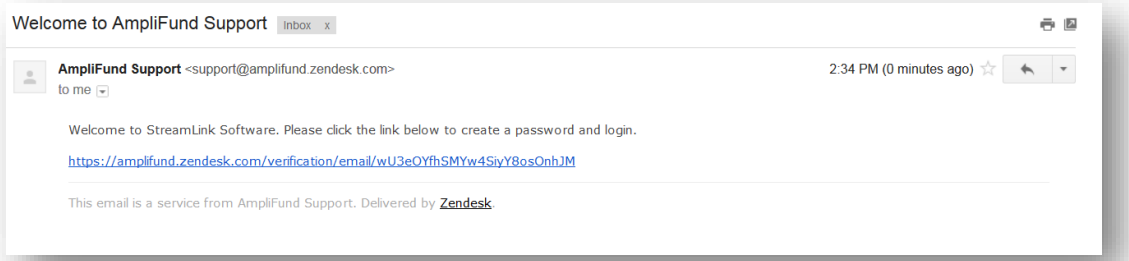
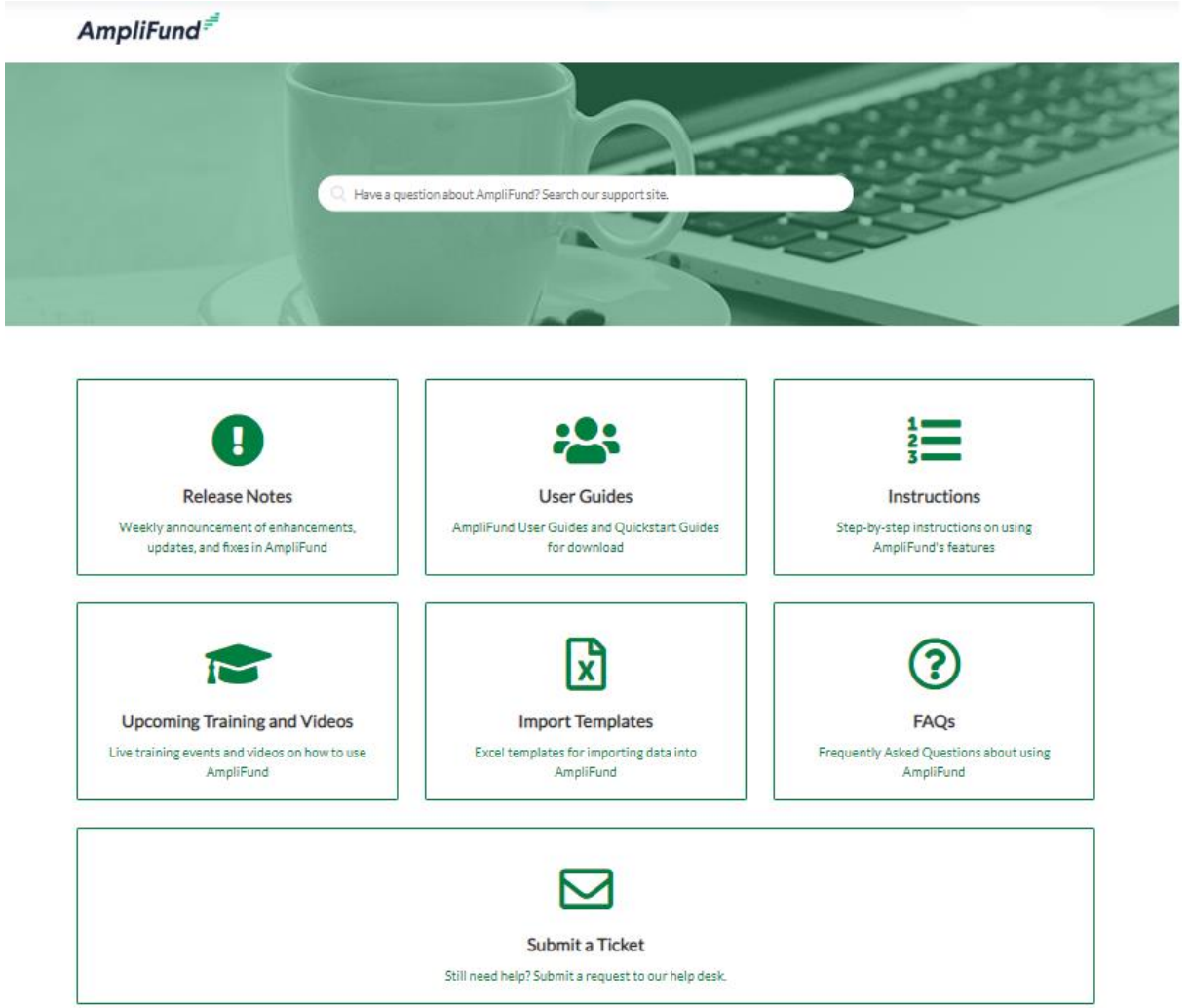
1. Go to https://amplifund.zendesk.com
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from support@zendesk.com will be sent to you via email
8. Click the link to set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





AmpliFund Support Site

AmpliFund



Key administration section features

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- View applications
- Update account information
- Access FAQ

Key steps to complete an application

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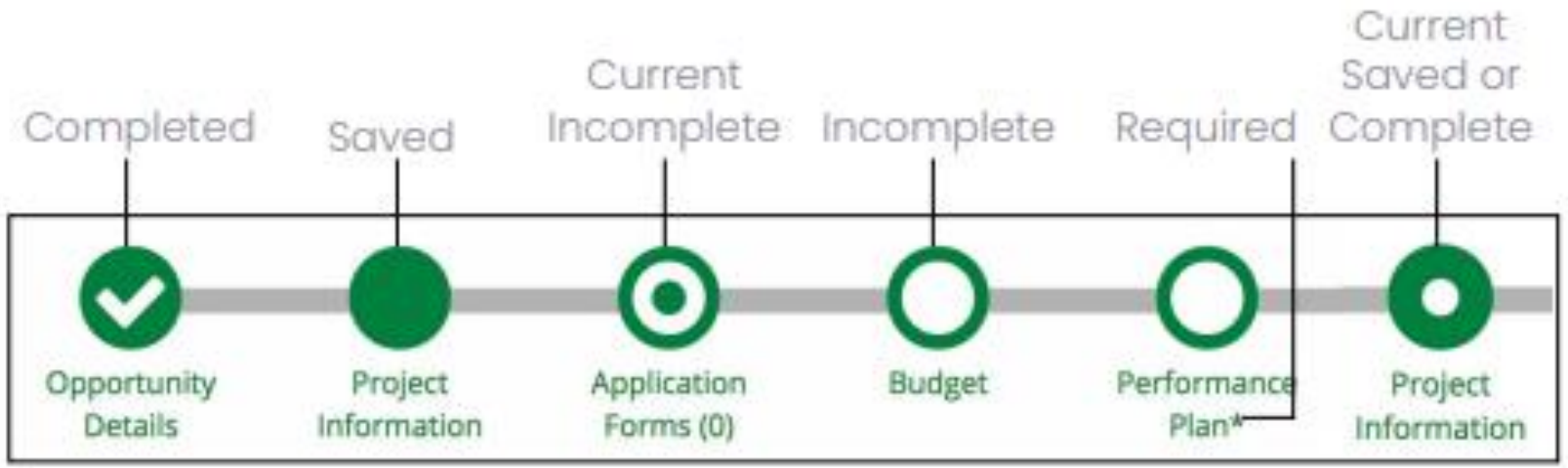
1. Click Apply
2. Complete Project Information
3. Complete Application form(s)
4. Complete Budget template
5. Mark each section as Complete Mark as Complete =
6. Review & Download Application (if desired) Review
7. Click Submit Submit

Application Progress Bar



Application Tips

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- 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"*

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

Application submitted email confirmation

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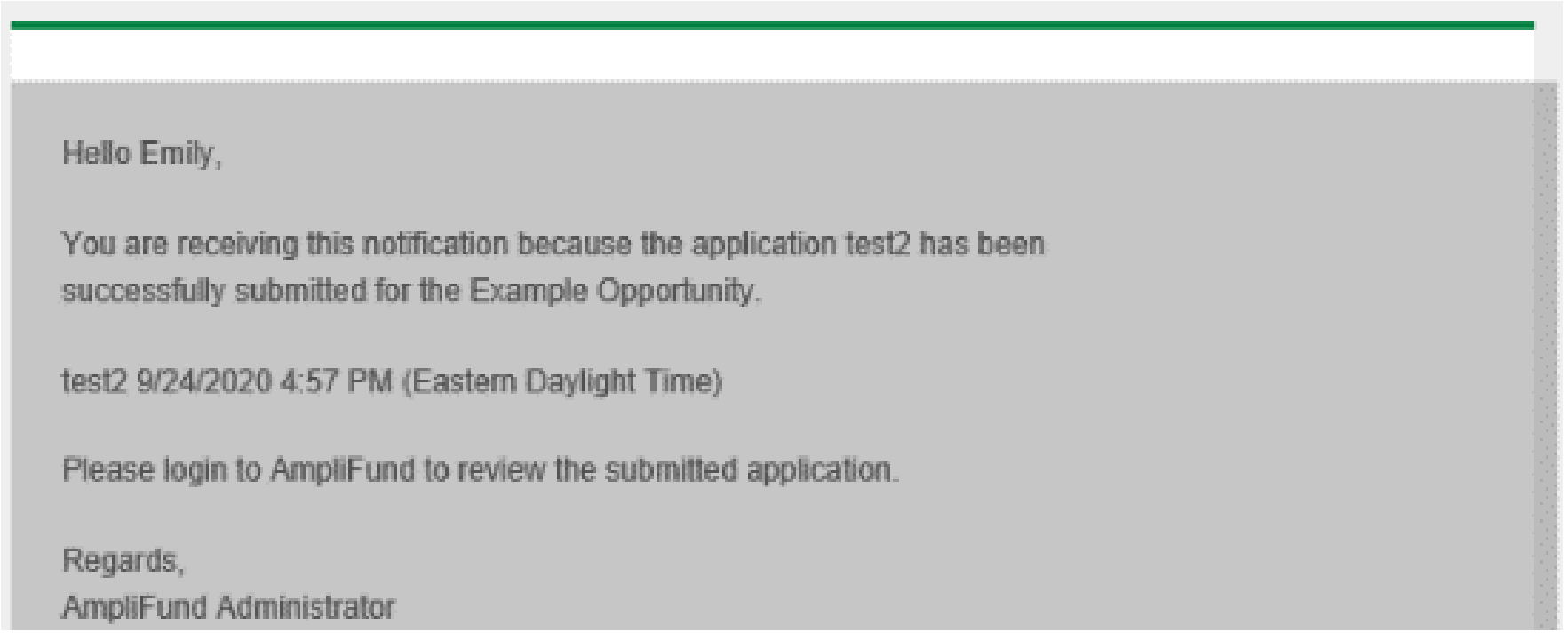

Hello Emily,

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