

Applicant Tutorial



Overview

This document is designed to provide grant applicants with instructions for use of the E-Apply Scholarship Application. Remember while this document attempts to provide step-by-step instructions, we realize that not all user scenarios may be adequately covered. If you remain on a page with inactivity for longer than 40 minutes, you will be logged off for security reasons. Please save every 15-25 minutes.

Registration Page

If you already have an E-Apply Scholarship Application account:

1. Enter your login, which is your e-mail address, in the login field
2. Enter the Password that you chose when you set up your account.
3. Press the “Log On” button to access your account.

If you have forgotten your password:

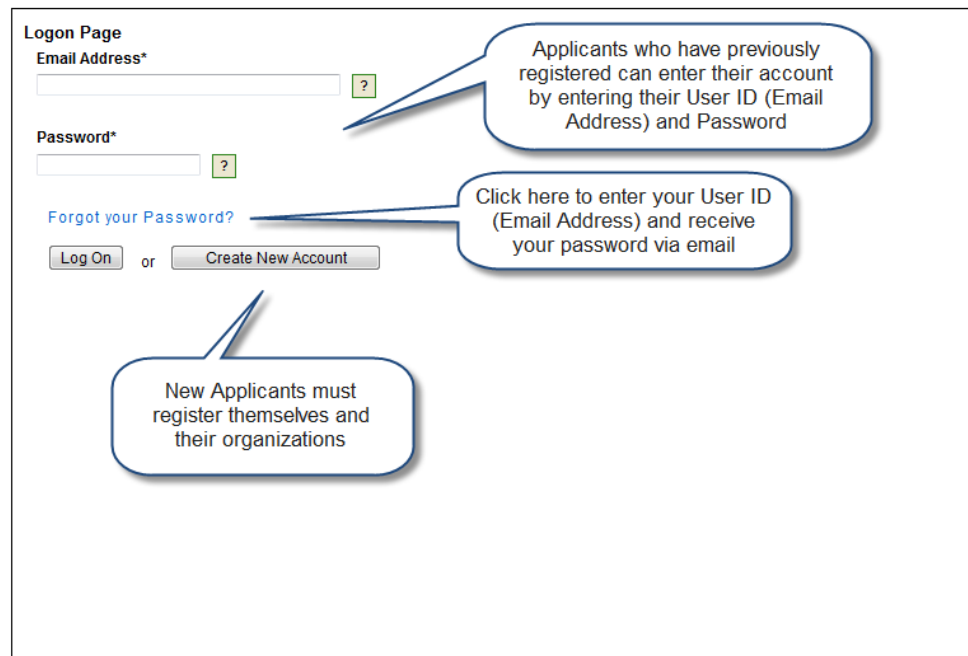
4. You can click on the Forgot your Password link, enter your User ID, and the system will email your password to your e-mail account.

If you do not have an existing account;

5. Click on Create New Account to register.



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Logon Page

Email Address* ?

Password* ?

[Forgot your Password?](#)

or

Applicants who have previously registered can enter their account by entering their User ID (Email Address) and Password

Click here to enter your User ID (Email Address) and receive your password via email

New Applicants must register themselves and their organizations

To register an account

1. Click on Create New Account
2. Enter your contact information
3. Click on the Proceed to Next Step button

(See diagram on next page. Please note that the diagram includes *Organization Information* that is not found on the Scholarship Application.)

Register
Enter your contact information below.
* = Required Field

User Information Please provide contact information for the person submitting this request.

Salutation ?

First Name* ?

Middle Name ?

Last Name* ?

Suffix ?

Business Title ?

Address 1* ?

Address 2 ?

City* ?

State/Province* ?

Postal Code* ?

Country ?

Phone Number ?

Mobile Number ?

Fax ?

Email* ?

Organization Information
Please provide contact information for the Chief Executive of the organization.

Organization Name* ?

Tax ID/Registered Charity Number* ?

Web Site ?

Salutation ?

First Name* ?

Middle Name ?

Last Name* ?

Suffix ?

Business Title ?

Address 1 ?

Address 2 ?

City ?

State/Province ?

Postal Code ?

Country ?

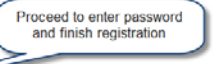


Phone Number ?

Mobile Number ?

Fax ?

Email ?

Proceed to enter password and finish registration



Entering a Password

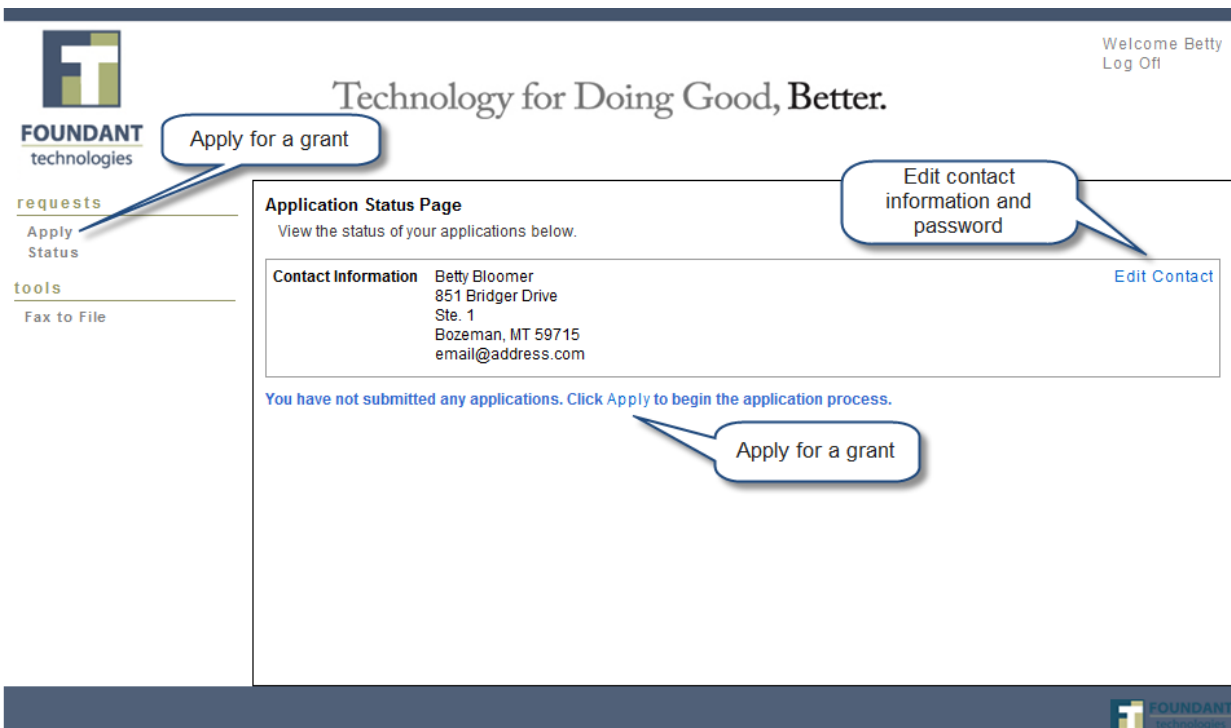
1. After you have registered your account, you will be taken to a Set Password Page where you will enter your password.
 - a. After entering the passwords click save
2. If you wish to change your password, log on to your account and click on Edit Contact. This will allow you to change your information.

Applicant Status Page

After you have registered your account you will be directed to the Application Status Page.

1. Start New Application – This allows you to review the available scholarships and apply.
2. Application Status – This is your homepage where you can check on the status of your applications. This page will display the form you just filled out, what its status is, and what the next form will be.
3. Fax to File – Instead of scanning a document you can fax it to your computer. Using Fax to File helps shrink documents to a smaller file size.

Application Status Page



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Welcome Betty
Log Off

requests

Apply Status

tools

Fax to File

Apply for a grant

Application Status Page
View the status of your applications below.

Contact Information Betty Bloomer
851 Bridger Drive
Ste. 1
Bozeman, MT 59715
email@address.com

Edit Contact

Edit contact information and password

You have not submitted any applications. Click [Apply](#) to begin the application process.

Apply for a grant

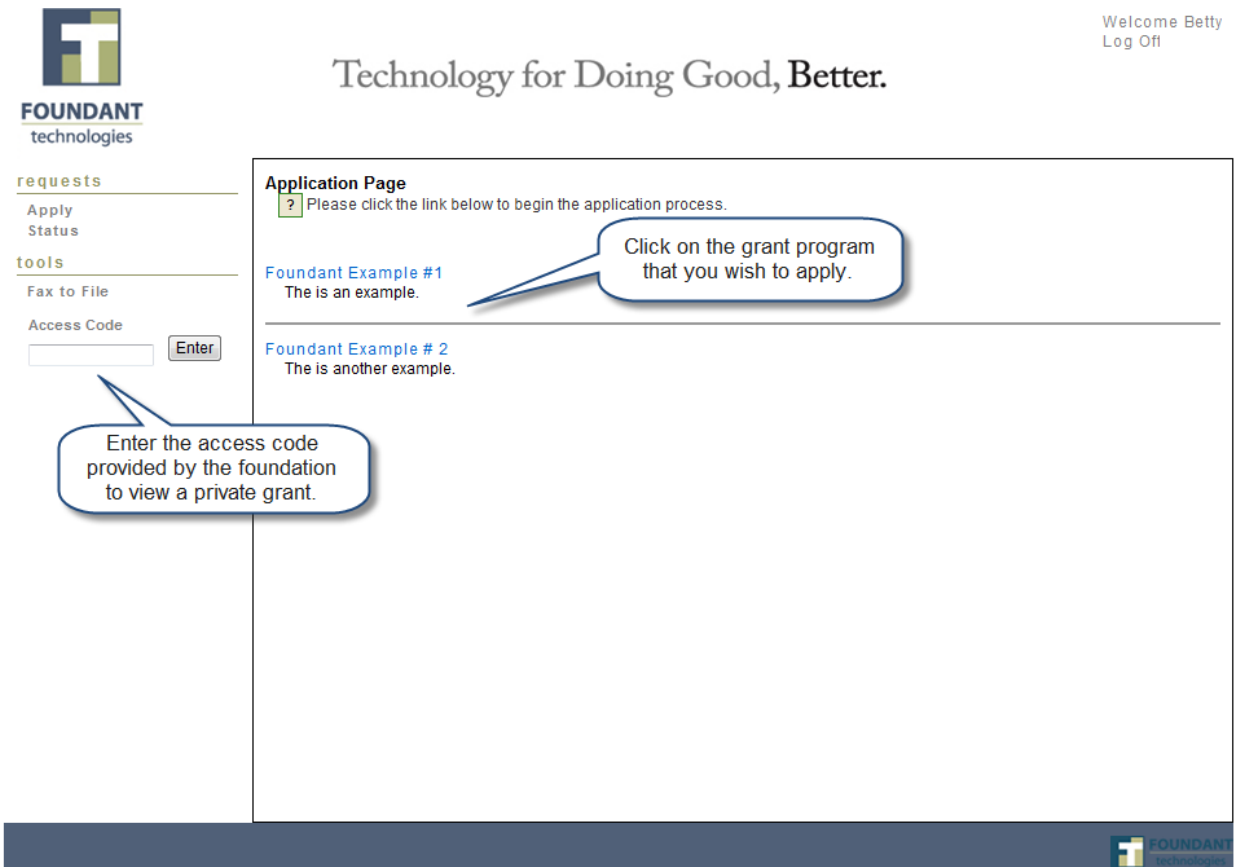
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Choosing a Scholarship Application

After clicking on the Apply link you will have the ability to choose a scholarship to apply for. Each scholarship application will have a brief description of the scholarship or who qualifies for the scholarship. Read these descriptions thoroughly before applying.

- 1) Read through the scholarship description to decide if you qualify to apply for the scholarship.
- 2) If you determine that you qualify for the scholarship, click on the link to start filling out the application form.

Choosing a Grant Program



The screenshot shows the FOUNDANT technologies website interface. At the top left is the FOUNDANT technologies logo. At the top right, it says "Welcome Betty" and "Log Off". The main heading is "Technology for Doing Good, Better." Below this is a navigation menu with "requests" (Apply, Status) and "tools" (Fax to File, Access Code). The "Access Code" field has an "Enter" button. A callout bubble points to this field with the text: "Enter the access code provided by the foundation to view a private grant." The main content area is titled "Application Page" and contains a question mark icon followed by the text: "Please click the link below to begin the application process." Below this are two examples: "Foundant Example #1" with the subtext "The is an example." and "Foundant Example # 2" with the subtext "The is another example." A callout bubble points to the "Foundant Example #1" link with the text: "Click on the grant program that you wish to apply." The bottom right corner of the page features the FOUNDANT technologies logo.

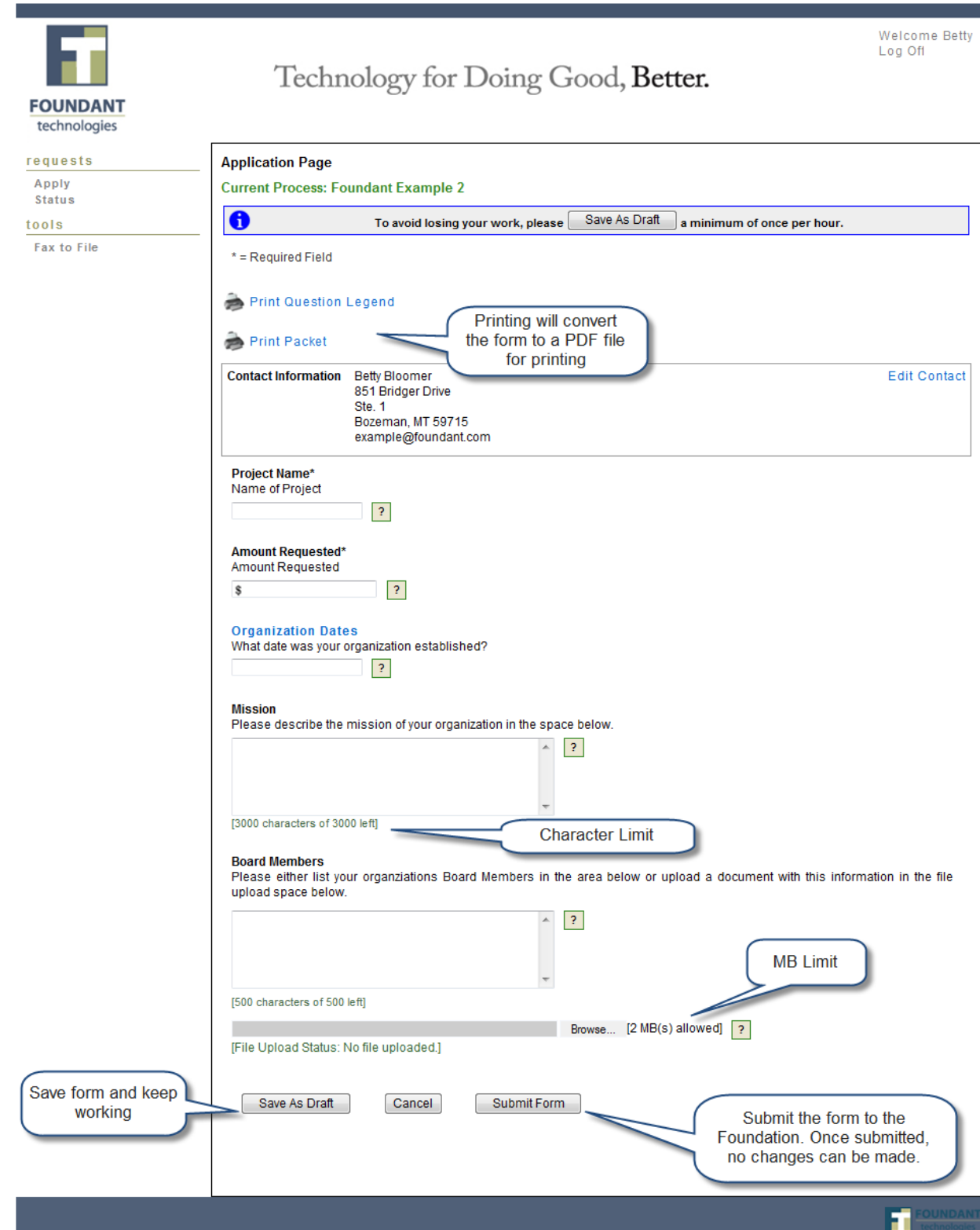
Filling out the Scholarship Application Form

Enter all the applicable information then Save as Draft or Submit the form to the foundation.

- 1) Start filling out the questions on the form, paying close attention to the instructions and limitations on each question.
 - a. Certain types of questions have limitations set by the foundations. Text questions will have a character limit which only allows you to type or paste a certain amount of text in each question. Another limit will be on the file upload questions. This limit will be in Mega Bytes (MB). The size of file you are uploading must be under the amount of MB's allowed on the question.
- 2) Applicants can save as draft and come back to the form after any given time to complete it. The foundation will not check for completeness until the form is submitted.
 - a. After the application is submitted there will be a confirmation page stating that the form has been submitted. You can always refer to your Application Status Page to see what stage the application is in, if in doubt.

(See diagram on next page)

Completing a Form



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requests
Apply
Status

tools
Fax to File

Welcome Betty
Log Off

Technology for Doing Good, Better.

Application Page

Current Process: Foundant Example 2

To avoid losing your work, please **Save As Draft** a minimum of once per hour.

* = Required Field

[Print Question Legend](#)

[Print Packet](#)

Printing will convert the form to a PDF file for printing

Contact Information Betty Bloomer
851 Bridger Drive
Ste. 1
Bozeman, MT 59715
example@foundant.com [Edit Contact](#)

Project Name*
Name of Project
 ?

Amount Requested*
Amount Requested
\$?

Organization Dates
What date was your organization established?
 ?

Mission
Please describe the mission of your organization in the space below.
 ?
[3000 characters of 3000 left] Character Limit

Board Members
Please either list your organizations Board Members in the area below or upload a document with this information in the file upload space below.
 ?
[500 characters of 500 left] MB Limit

[2 MB(s) allowed] ?

[File Upload Status: No file uploaded.]

Save form and keep working

Submit the form to the Foundation. Once submitted, no changes can be made.

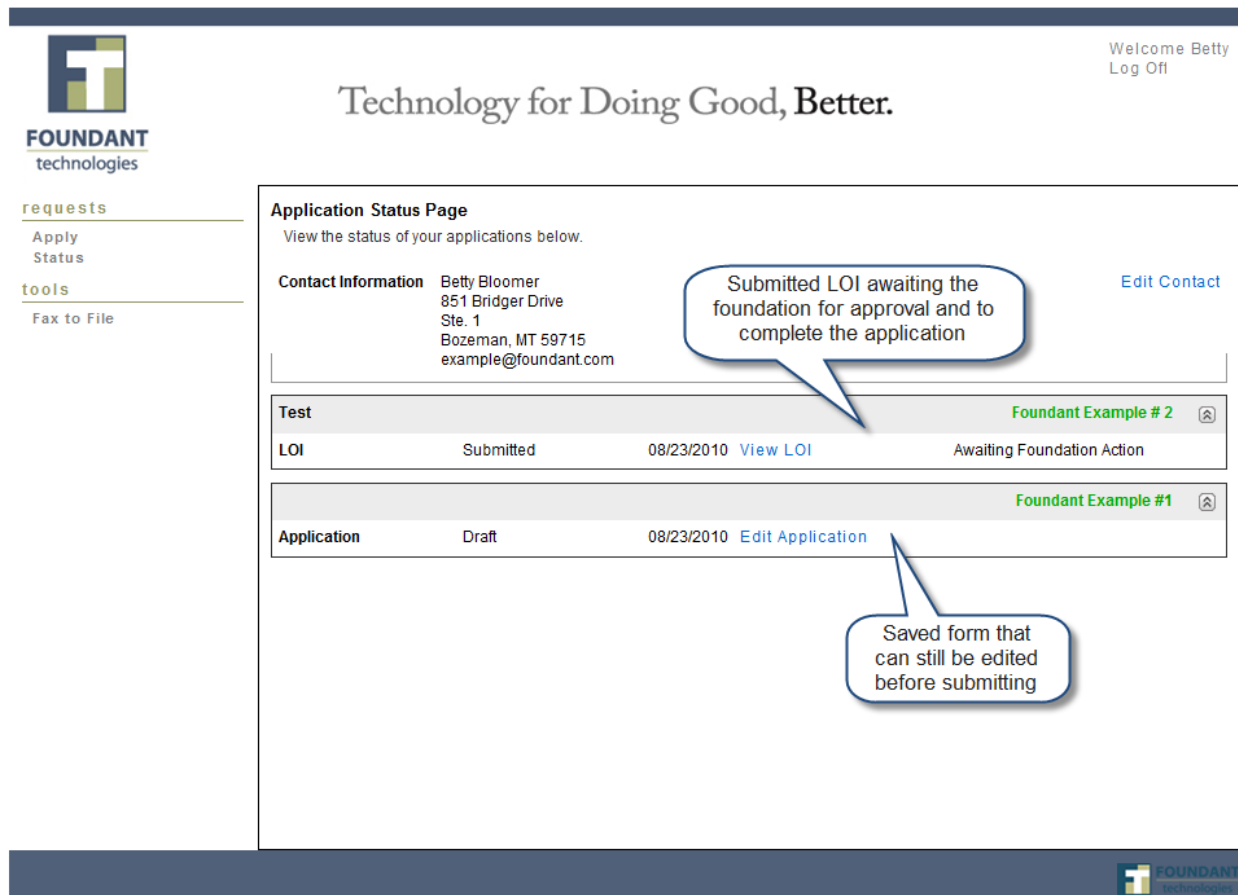
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Accessing Forms After Save and Submit

The Application Status Page is where you can check on the status of your applications and access for historical record keeping. The Application Status Page is your homepage. You will be automatically directed there when you login.

1. If you've submitted the scholarship application then you can only view the application and print it.
2. If you saved the form then you can Edit the saved form from the Application Status Page.

Application Status Page



The screenshot shows the Foundant Application Status Page. At the top left is the Foundant Technologies logo. At the top right, it says "Welcome Betty Log Off". The main heading is "Technology for Doing Good, Better." Below this is a sidebar with "requests" (Apply Status) and "tools" (Fax to File). The main content area is titled "Application Status Page" and says "View the status of your applications below." It displays contact information for Betty Bloomer (851 Bridger Drive, Ste. 1, Bozeman, MT 59715, example@foundant.com) with an "Edit Contact" link. Below this are two application entries. The first entry is for "Foundant Example # 2" with a status of "Submitted" on 08/23/2010, a "View LOI" link, and a status of "Awaiting Foundation Action". A callout bubble points to this entry with the text "Submitted LOI awaiting the foundation for approval and to complete the application". The second entry is for "Foundant Example # 1" with a status of "Draft" on 08/23/2010, an "Edit Application" link, and a status of "Awaiting Foundation Action". A callout bubble points to this entry with the text "Saved form that can still be edited before submitting".

Application Status Page
View the status of your applications below.

Contact Information Betty Bloomer
851 Bridger Drive
Ste. 1
Bozeman, MT 59715
example@foundant.com [Edit Contact](#)

Test	Status	Date	Action	Notes
LOI	Submitted	08/23/2010	View LOI	Awaiting Foundation Action
Application	Draft	08/23/2010	Edit Application	Awaiting Foundation Action