**New user registration**

|  |
| --- |
| Script |
| Welcome to the AmpliFund applicant series video focused on new user registration. |
| To get started, let’s go over some basic information about organization and user registration on the applicant portal.  First, you will need to register as a user to save or complete an application.  To complete the registration process you’ll need an email address, your contact information and your organizations contact information.  Once you complete the registration form, you’ll be prompted to accept the AmpliFund terms and conditions, then you’ll have full access to the AmpliFund applicant portal! |
| In order to ensure multiple users at your organization can view each others applications and collaborate on the application together, 1 user from your organization should register and then invite other users to the account.  Let’s go through the process of the organization registration and lead user first, then we’ll review how to invite other users to your account. |
| When you click on the link provided by your potential funder, if will look similar to this opportunity information screen.  To register for the first time, click log-in in the top right hand corner of the screen. |
| A pop-up window will appear to log in or register.  To register for the first time, click the green register button in the bottom of the window. |
| This will take you to a page to create your applicant account.  Enter your email address.  Use caution when entering your email address and be sure to double check spelling, this will be your user name and will also be where important emails about your application are sent.  After you’ve entered and validated your email address, create and confirm your password. |
| The next section is the contact information section.  The only required fields are your first and last name, however you can enter any additional information you’d like including address information or title. |
| Next, you’ll need to enter some organization information.  If the address information is the same as your contact information, you can use our check box of “same as above” and fields will populate from what you’ve entered above.  Required fields include your organization name, and type, email address and address information. |
| After you click register, you’ll land on a page with the AmpliFund terms and conditions.  Scroll through the terms and conditions to review. |
| At the bottom of the terms and conditions, click accept to the terms and conditions and gain access to the AmpliFund applicant portal. |
| Now to add users to your account, click on the logo in the top left corner of your screen.  You may see your funders logo or the AmpliFund logo. |
| Then click on the Users tab.  Here you have the option to add additional users from your organization.  To add a user click on the plus sign next to add user. |
| A user entry screen will appear, you can enter the users email address and contact information.  You have two options for roles – the first is an editor.  An editor would have permissions to update an application and their own account settings.  Adding users who are editors within your organizations account can allow you to collaborate with others on your applications in the applicant portal. |
| The other user option is administrator.  An administrator can create, edit, delete, and withdraw applications; create and edit accounts; and add new users.  After you complete the user information section, the user will receive an email inviting them to AmpliFund. |
| Once you gain access to the AmpliFund applicant portal, you can save and apply to opportunities.  Through this video you’ve learned how to register on the AmpliFund applicant portal. |