**Applicant Series: Returning User**

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| Script |
| Welcome to the AmpliFund Applicant Series video, focused on, returning to the applicant portal. |
| If you’ve visited the AmpliFund Applicant portal before or are a current recipient of a grant being managed in AmpliFund, returning to the portal can be achieved in a few ways.  First, if a funder has published or sent you a public link to a new opportunity or you have the link to an existing opportunity, you can click on that link to get to the portal and apply or complete other actions.  Once you click on the link, then click on log-in in the upper right hand corner of the screen.  A pop-up window will appear for you to enter your user credentials, then click, log-in. |
| If you are managing a grant in AmplIFund, you can leverage your existing AmpliFund user name and password to access the applicant portal.  To access the applicant portal from AmpliFund click on the drop down next to your name in the upper right hand corner and select applicant portal. |
| If you’ve registered or completed an application on the AmpliFund applicant portal in the past, you can use the website gotomygrants.com to access the portal.  Enter your user name and password.  Once you hit log-in you will land in the administration section on your list of applications. |
| A few navigation reminders, once you’ve logged into the applicant portal, you can click on the logo in the upper left hand corner to access the administration section.  To learn about the administration section, please watch our applicant series video on that section.  You can also click apply on a new opportunity to start an application.  If you’d like more information about applying to an opportunity, watch our applicant series video on completing an application. |
| Through this applicant series video, you’ve learned how to return to the applicant portal.  Thank you! |