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| Script |
| Welcome to the AmpliFund Training video focused on the Application Revision feature in AmpliFund. This feature in AmpliFund allows you as the applicant the ability to make changes requested by your funder and re-submit your application. Additionally, comments from your funder are available both in email and on the portal for your convenience. |
| After your funder reopens your application or certain sections of your application, the primary contact your organization listed on the application receives an email from AmpliFund stating that the application has been reopened. This email contains the funder comments and sections which have been reopened along with a PDF copy of your application. |
| After your funder reopens the application, you can go to the applicant portal and make necessary changes based on comments and resubmit the application. Let’s jump into AmpliFund and see how application revision and resubmission works! To access your reopened application, you can click on the link via the email or log-into AmpliFund. |
| Click on the application name which has been reopened to access the editable sections. |
| Once you are in your application record, you can see the sections that have been reopened by the funder are marked with exclamation points on the timeline, these are the only editable sections of the application. |
| Click on the section name on the timeline to make edits to your application. |
| Once you are in section that has been reopened you are able to see the funder comments by clicking on the drop-down sign at the top of the page underneath the action section. |
| Once necessary changes are made as requested by the funder, you must mark each reopened page as Complete by clicking on the green “Mark as Complete” button at the bottom of each page. If the application forms section was reopened every application form must be “Marked as complete” in order to re-submit. |
| Once all the reopened sections have been updated and marked as complete, you may then review and re-submit your application on the Submit page. |
| Once the application has been submitted, you will then see a success message on the screen and will receive a confirmation email from AmpliFund. |
| You can also download your submitted application by clicking on the application button on the screen. |
| Through this AmpliFund Applicant series video you’ve learned how to edit and re-submit your application to your funder. Should you have additional questions, please reference our support site. Thank you! |