ICASA AmpliFund User Management Guide
How to Apply through AmpliFund

Steps to use this Guide:

A. Find your specific scenario from the list below.
B. Find the details regarding that scenario
C. Follow the steps and reference the step-by-step outline for in-depth directions

Scenarios

1. **AmpliFund Account exists for the Organization**
(Typical for new ICASA applicant agencies who also receive funding from ICADV)

    1.1. Individual who will be completing application <u>is not</u> a current user in the Organization's account

    1.2. Individual who will be completing application <u>is</u> a current user in the Organization's account

2. **Only an Applicant Account exists for the Organization**
(Typical for new ICASA applicant agencies who applied for the Illinois Attorney General Grant <u>AND do not</u> receive funding from ICADV)

    2.1. Individual who will be completing application is not a current user in the Applicant Portal account

    2.2. Individual who will be completing application is a current user in the Applicant Portal account

3. **Organization and user have <u>never</u> accessed AmpliFund before**

Scenario 1: AmpliFund Account exists for the Organization
(Typical for new ICASA applicant agencies who also receive funding from ICADV)

1.1 Individual who will be completing application <u>is not a current user</u> in the Organization's account or any applicant portal account

A. Within your organization, find the individual who has access to AmpliFund as Organization Administrator and have them add you as a user. (See *How to Add a New User* below.)

How To Add a New User

Prerequisite: These steps must be completed by a user with Organizational Admin access.

Adding a new user to AmpliFund will automatically add them to your *Contacts>Staff* list. Users must be sent an invitation before they can access AmpliFund.

Open **Administration>System Security>Users**.
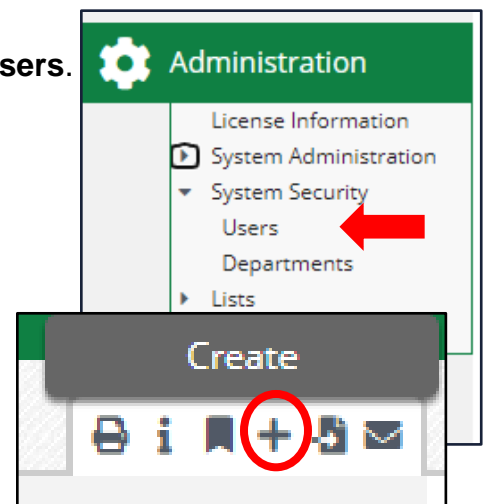
Click the **+ (Create Icon)** in the *Icon Bar*.

User Information

Select if the user will **Subscribe to Daily Emails** or **Subscribe to Weekly Emails**. Once the user activates their account, they can update their email subscription preferences. Make sure to also check the box for **Applicant Portal Access** to allow the user to edit/submit applications.

Select the user's security **Role**.
Organizational Admin: Can create, view, and edit all records in the account.
Executives: Can view all records in the account.
Department Admin: Can create, view, and edit all grant records linked to their department(s).
**Department User (Salary):** Can view all grant records linked to their department(s).
Department User (No Salary): Can view all grant records linked to their department(s), excluding budget personnel line items.

B. Click **Create** at the bottom on the page**.**

C. Send an invitation by clicking the **Send Invitation (envelope)** icon at the top right-hand corner of the user information page**.**

D. After you receive the invitation email from AmpliFund, setup your account and create a password.

E. Using the Application Link received from ICASA (available April 1), access the Application. Log in by clicking the top right button "Log In". Use the same login credentials you created for your Organization's AmpliFund Account.
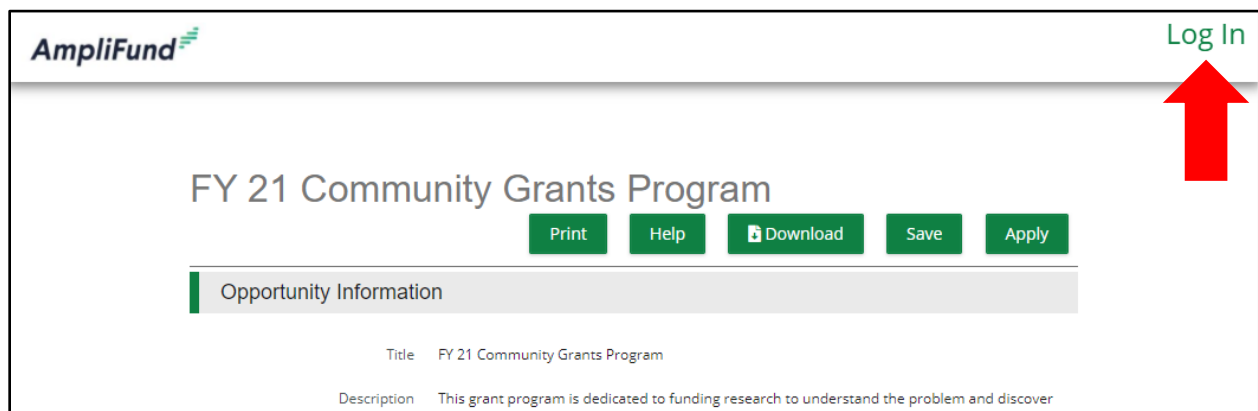
F. After logging in, Click Apply and begin filling out the application.

1.2 Individual who will be completing application <u>is a current user</u> in the Organization's account

A. Using the Application Link received from ICASA (available April 1), access the Application. Log in by clicking the top right button "Log In". Use the same login credentials you created for your Organization's AmpliFund Account.

B. After logging in, Click Apply and begin filling out the application.

Scenario 2: Only an Applicant Account exists for the Organization

(Typical for new ICASA applicant agencies who applied for the Illinois Attorney General grant <u>AND do not</u> receive funding from ICADV)

2.1 **Individual who will be completing application is not a current user in the Applicant Portal account**

A. Have the Administrator in the Applicant Account Add you as a user.

<u>How To Invite Users to Your Organization Account</u>

Prerequisite: Must be an Administrator user. The first user to register in an organization is an Administrator by default.
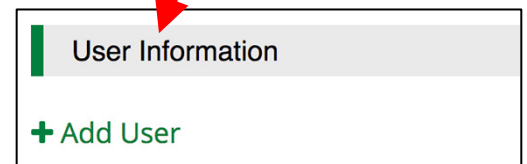
1. Open the **Applicant Portal**.

2. Click the **logo** in the top-left corner of any page.

3. Click **Users**.

Applications   Account Information   **Users**   FAQ

4. Click **+ Add User**.

5. Add the user's **Email Address**.

User Information

+ Add User

6. Select the user's **Role**.
   - **Administrator:** Administrators can create, edit, submit, delete, and withdraw applications; create and edit accounts; and add new users.
   - **Editor:** Editors can edit applications and update their account settings.

7. Add the **user's name, mailing address,** and **phone number**. Required fields are marked with an asterisk (*).

8. Click **Invite**.

B. After you receive the invitation email from AmpliFund, setup your account and create a password.

**C.** Using the Application Link received from ICASA (available April 1), access the Application. Log in by clicking the top right button "Log In". Use the same login credentials you created for the Applicant Account.
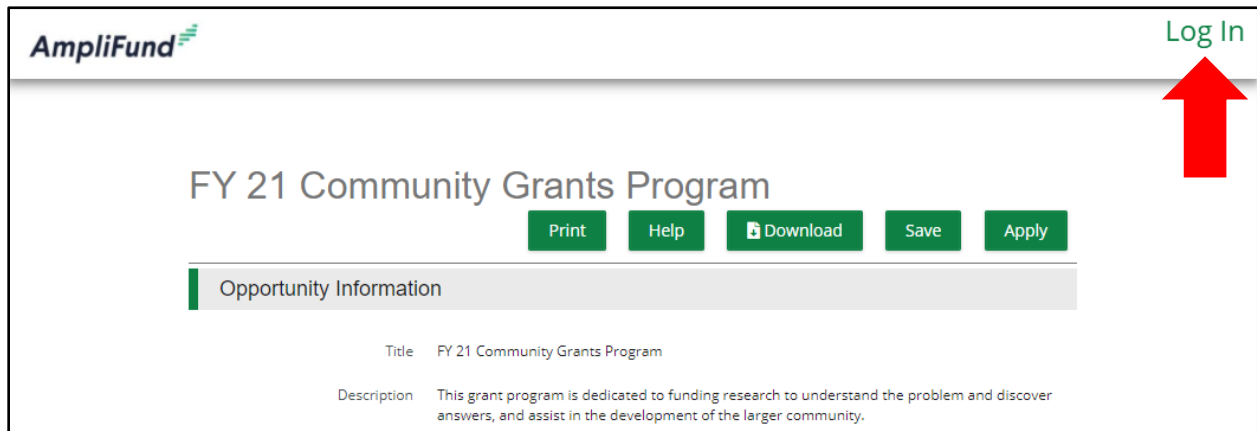
D. After logging in, Click Apply and begin filling out the application.

2.2 Individual who will be completing application is a current user in the Applicant Portal account

A. Using the Application Link received from ICASA (available April 1), access the Application. Log in by clicking the top right button "Log In". Use the same login credentials you created for the Applicant Account.
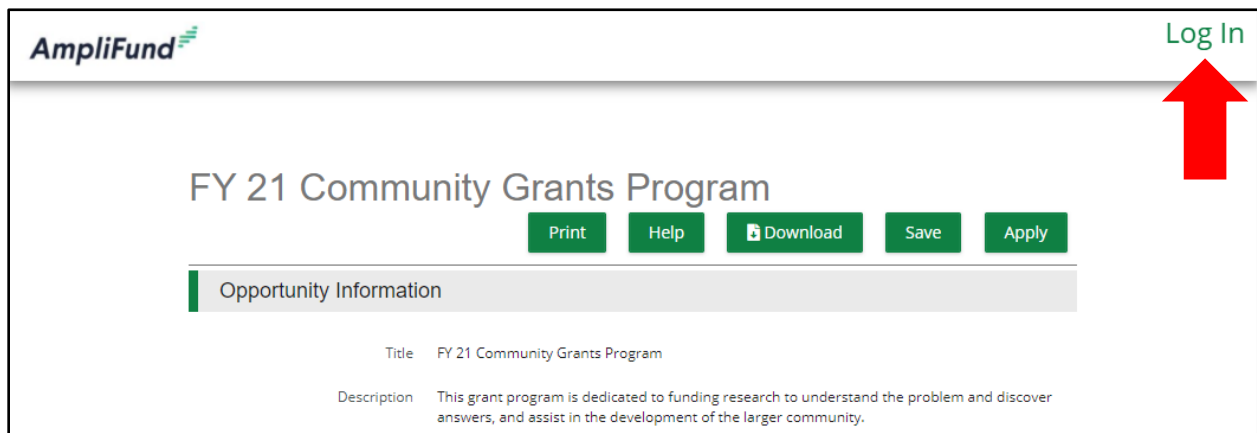
B. After logging in, Click Apply and begin filling out the application.

Scenario 3: Organization and user have never accessed AmpliFund before

A. Create an Applicant Portal Account

How To Create an Account on the Applicant Portal

The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. Alternatively, users may have received an email invitation from another user in their organization. Once you register, you will be able to access the opportunity.

1. Use the **opportunity link** from ICASA (available April 1).

2. Click an open **opportunity name**.

3. Click **Apply** to the right of the opportunity name.

4. On the login screen, click **Register**.

5. On the *Create New Account* page, add your **user information**, c**ontact information**, and **organization information**. All required fields are noted with an asterisk (*).

6. Click **Register**.

7. Click to **I Accept** to accept AmpliFund's terms and conditions.

B. After logging in, Click Apply and begin filling out the application.