Login

1. Open preferred web browser.
2. In the URL field of the web browser, enter the web address provided by GrantVantage. The public-facing view of the Funder Portal screen appears.

   ![URL screenshot](https://SMSC.gvgrantcloud.com/account/announcement)

   This unique web address is related to your organization.

3. Click **Log In**. The Log In screen appears. From the Log In screen, returning applicant users may login to the system. New applicants must create a new applicant user account.

4. Enter the Username and Password then select **Log In**
Registration

1. Open preferred web browser.
2. In the URL field of the web browser, enter the web address provided by GrantVantage. The public-facing view of the Funder Portal screen appears.

https://SMSC.gvgrantcloud.com/account/announcement

This unique web address is related to your organization.

3. Click Log In. The Log In screen appears. From the Log In screen, new applicants must create a new applicant user account.

4. Click Register. You can now begin the registration process.

5. Fill in the necessary fields.
   - **Note:** The black asterisks indicate required fields.
6. Click **Submit**. You are logged in, and the GrantVantage Funder Portal homepage appears. The homepage displays all available funding announcements. Applicants may navigate the system by using the site map.
Homepage

On the homepage, you can view all published funding announcement opportunities, opportunities you have applied for, your profile, and view users, properties, and documents related to the application.

Use the search bar to choose an announcement.

Choose the view display for the announcement.

Displays the basic announcement information.

Use the Sort By drop-down list to sort the announcement.

Save the announcement to the My Application section of the site map or view the announcement.
### Site Map

The site map displays navigation options relating to the applicant, such as the applicant profile, the internal users, and the contacts. The Applicant site map links to the Funding Announcement and My Applications pages, which opens the applicant dashboards.

<table>
<thead>
<tr>
<th>Site Map Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Announcement</td>
<td>Displays all published announcements.</td>
</tr>
<tr>
<td>My Application</td>
<td>Displays all the announcements you have saved and/or applied to. The applications appear only if it is published.</td>
</tr>
<tr>
<td>My Applicant Profile</td>
<td>View your Applicant Profile. You can add additional documents and relevant information such as a professional CV or other certifications related to the applicant or entity's qualifications.</td>
</tr>
<tr>
<td>Users</td>
<td>View the users related to the application. You can view active or inactive user.</td>
</tr>
<tr>
<td>Contacts</td>
<td>View the contacts related to the application.</td>
</tr>
<tr>
<td>Documents</td>
<td>View documents related to the application.</td>
</tr>
</tbody>
</table>
Funding Announcement

You can view announcements you have saved/applied to, your applicant profile, users and contacts associated with the Applicant profile or organization profile, and documents related to the funding announcement or an applicant document library that houses documents submitted with an application.

1. From the site map, click Funding Announcement. The Funding Opportunity for Applicant page appears.

- Use the search bar to choose an announcement.
- Displays the name of the announcement, the application type, and the application open and close date.
- Choose the view display for the announcement.
- Use the Sort By drop-down list to sort the announcement.
- View the announcement.
- Save the announcement to the My Application page.
View an Announcement

1. From the site map, click **Funding Announcement**. The Funding Opportunity for Applicant page appears.

2. **Optional:** Use the search bar to find an announcement.

3. Click **View**. The Funding Announcement Narrative appears.

   Use the command bar to view information about the announcement. The command bar changes depending on whether you applied to the announcement.

<table>
<thead>
<tr>
<th>Announcement Command Bar</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>Apply to an announcement.</td>
</tr>
<tr>
<td>Close</td>
<td>Close the announcement details.</td>
</tr>
<tr>
<td>Print PDF</td>
<td>Print the announcement details as a PDF.</td>
</tr>
</tbody>
</table>
### Applicant Instructions

<table>
<thead>
<tr>
<th>Announcement Command Bar</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td>View the budget report and see all the budget categories. You only see this option if you have applied to the announcement.</td>
</tr>
<tr>
<td><strong>Objective Report</strong></td>
<td>View the objective report. See the objectives, performance measures, and grant activities. You only see this option if you have applied to the announcement.</td>
</tr>
<tr>
<td><strong>Attachments</strong></td>
<td>View attachments associated with the application.</td>
</tr>
</tbody>
</table>

4. Click **Close** when you are done viewing the announcement details.
View Funding Announcement Attachments

1. Click Attachments  . The Attachments dialog box appears.

   ![Attachments dialog box]

   **Attachments**

   - [ ] Close
   - [ ] Print PDF
   -  Application Report
   -  Budget Report
   -  Objective Report
   -  Attachments

   Better Education for Kids

2. Optional: Click the link to view the document.
   
   Or
   
   Click Download  to download the attachment. The attachment is downloaded.

   ![Download button]

   **Download the document**

   **Total number of documents**

   ![Total document count]

   **Use the arrows to see more documents.**

   ![Arrows to see more documents]

   **Use the drop-down list to choose how many documents you see in the grid at a time.**

   ![Drop-down list]