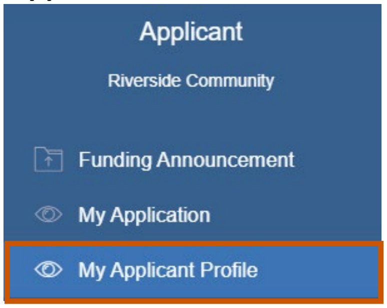
My Applicant Profile

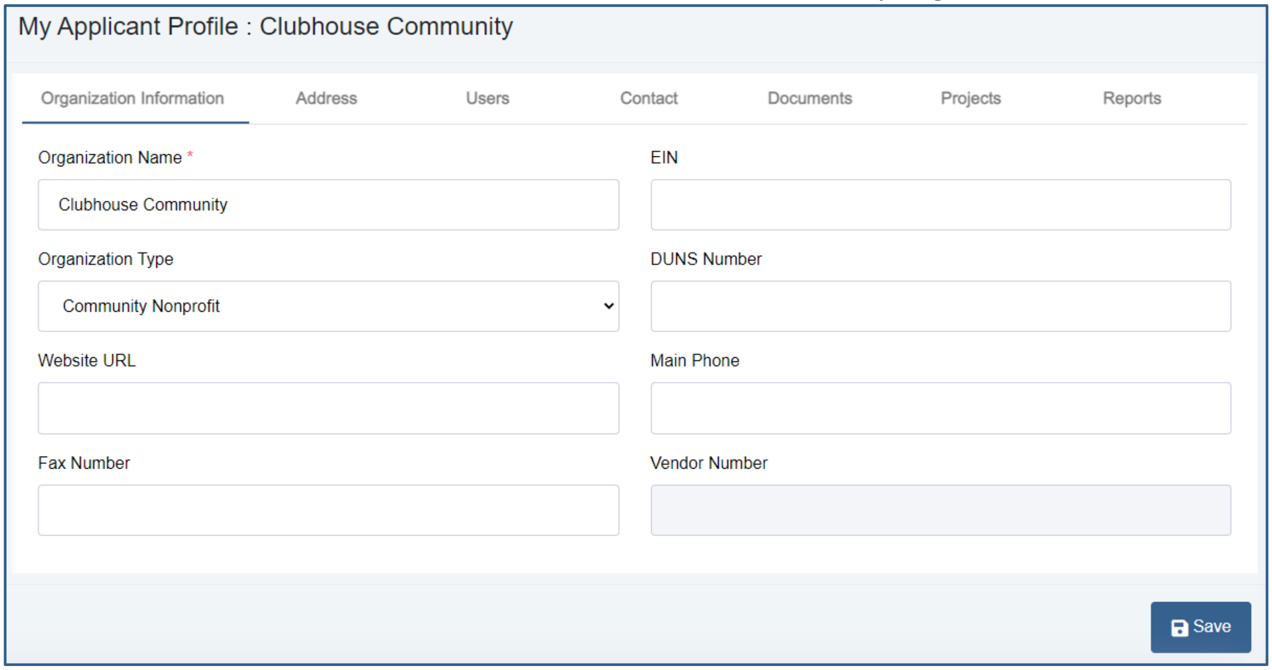
Once an applicant has created a user account, they may navigate to their Applicant Profile. The Applicant Profile and related pages are a fully customizable tool to enhance the user's applications. *My Applicant Profile* is a tool designed to enhance a user's application. Here applicants may add additional documents and relevant information such as a professional CV or other certifications related to the applicant or entity's qualifications. All applicant users must upload their documents to their User Profile before they begin a funding announcement application. Applicant's will not be able to upload documents directly to the application. Instead, the system will look to the user's profile.

1. From the site map, click **My Applicant Profile** **.** The Applicant Profile page appears.

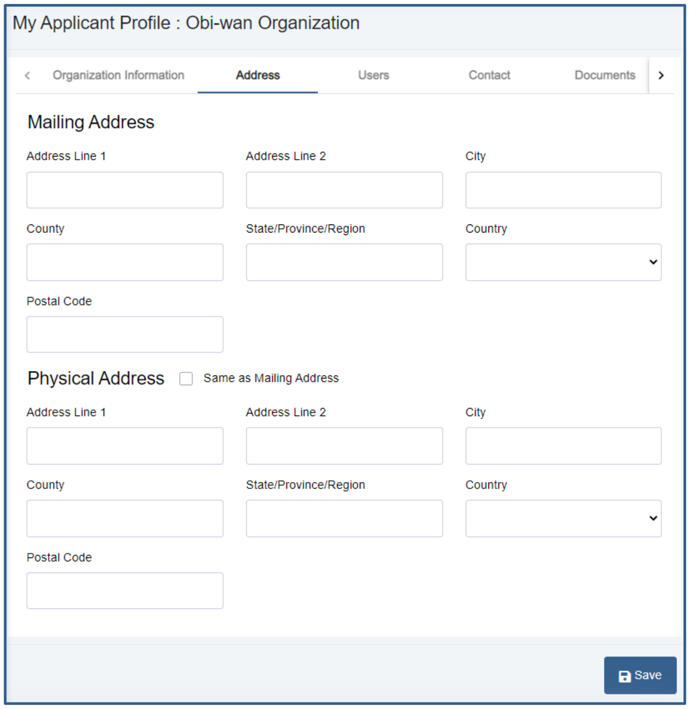


2. On the Organization Information tab, fill in the necessary fields.

   Note: The red asterisks indicate required fields. The Address, Users, Contact, Documents, and Award Status tabs appear only after you save the organization information. Make sure to save each tab information as you go.

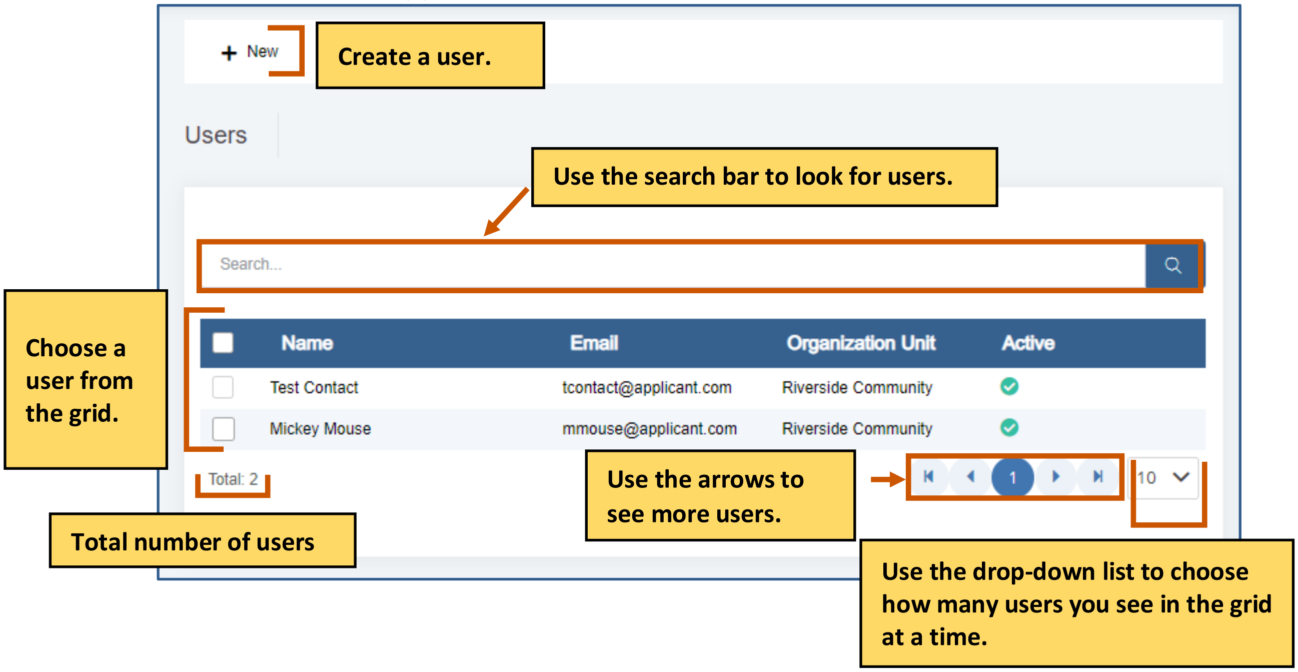


3. **Optional:** On the Address tab, fill in the necessary fields.



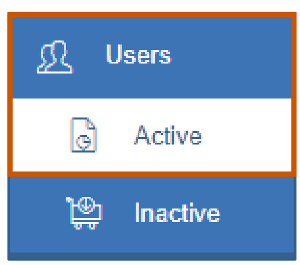
Users

View the users related to the application. You can view active or inactive user.

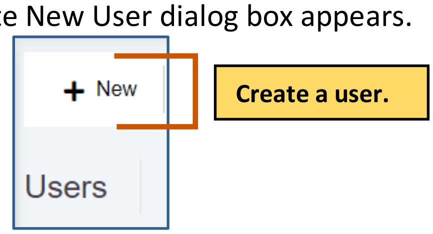


Create a User

1. From the site map, click **Users** and choose **Active**. The Users for Applicant page appears.



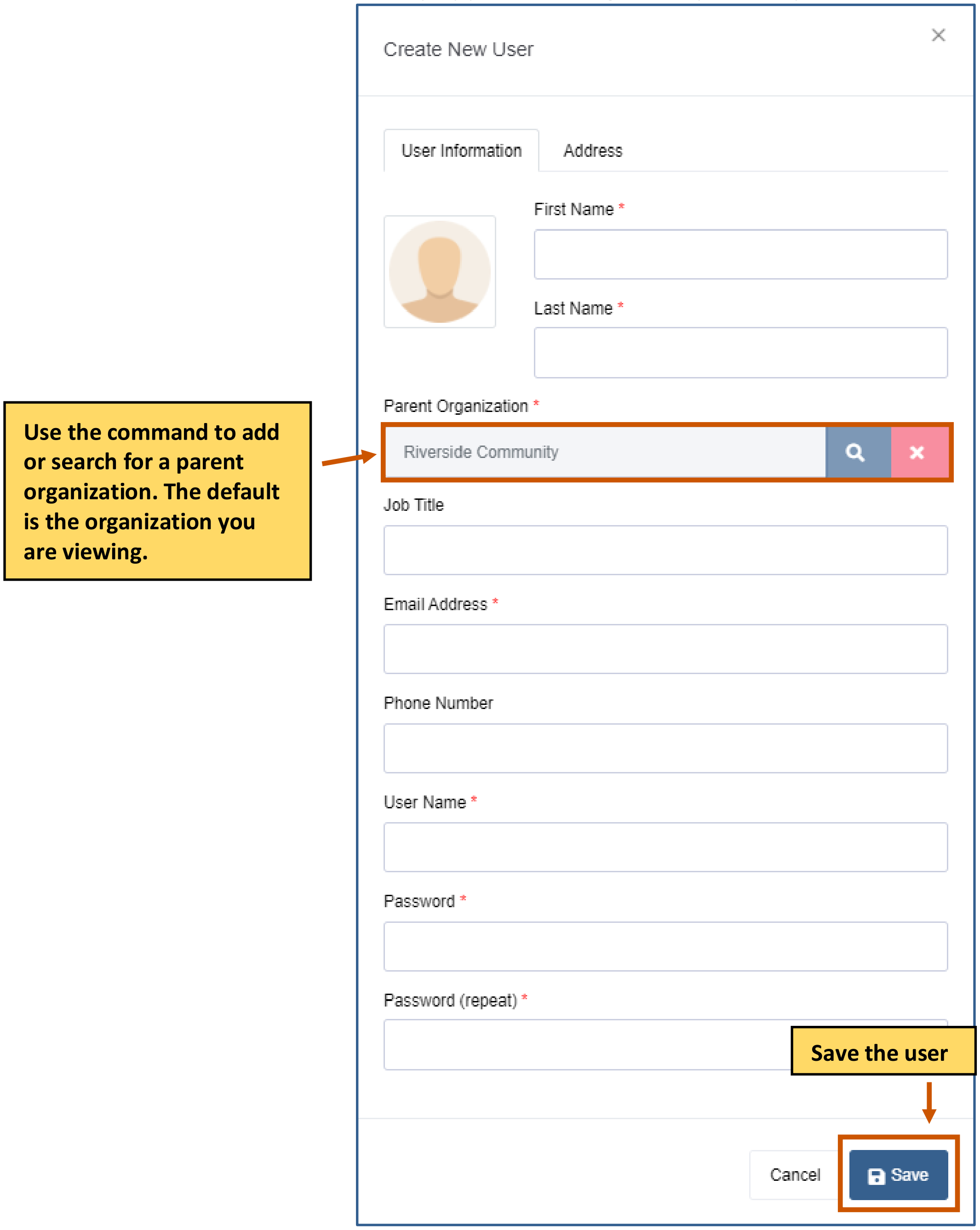
4. Click **New** **+**. The Create New User dialog box appears.



Under the Active column:

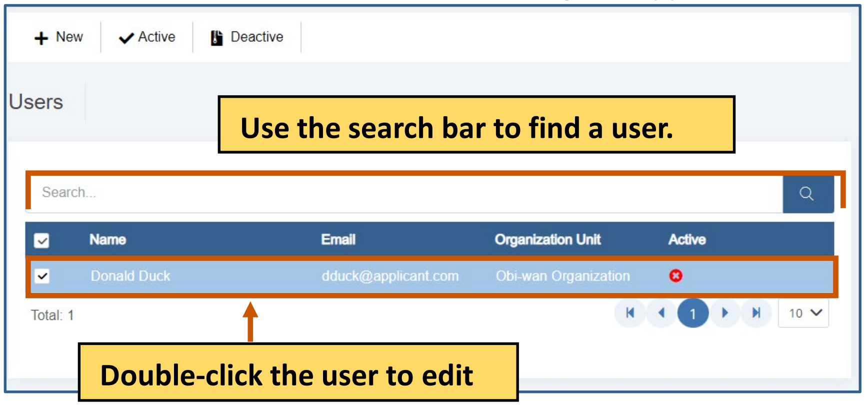
- indicates the user is inactive.
- indicates the user is active.

5. Fill in the necessary fields.
   Note: The red asterisks indicate required fields.
6. Click **Save** to save the user. They appear in the grid. Repeat steps 2-4 for each user.



Edit a User

1. **Optional:** Use the search bar to find a user.
2. **Double-click** the user to edit it. The Edit User dialog box appears.

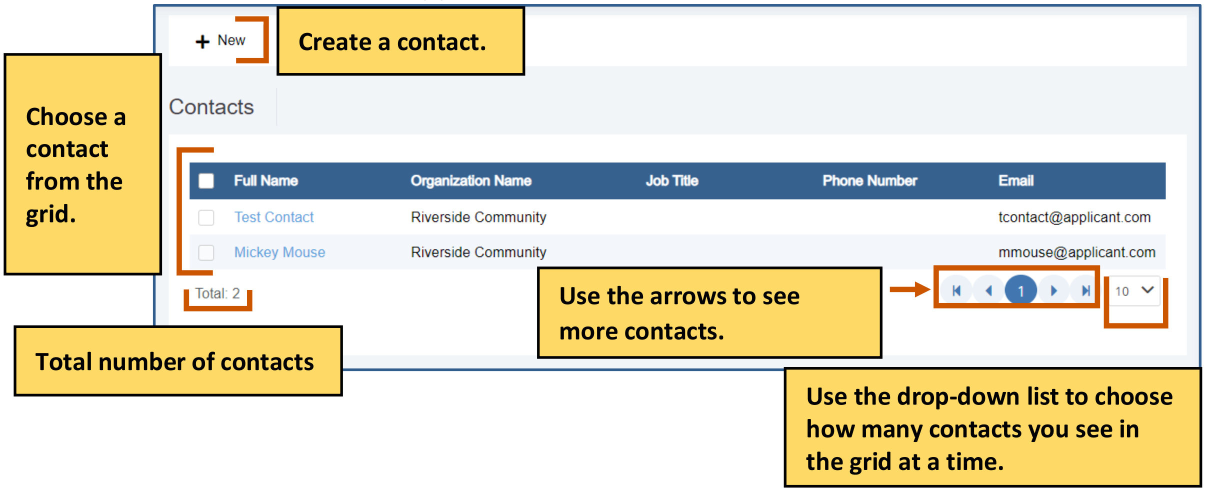


3. Edit the necessary fields for each tab.
   ⓘ **Note:** The red asterisks indicate required fields.

4. Click **Save**. The changes are saved. A blue Saved Successfully popup appears at the bottom right of the screen. Repeat steps 1-5 for each council review you wish to edit.

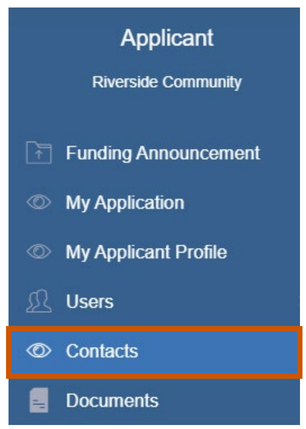
Contacts

View the contacts related to the application.

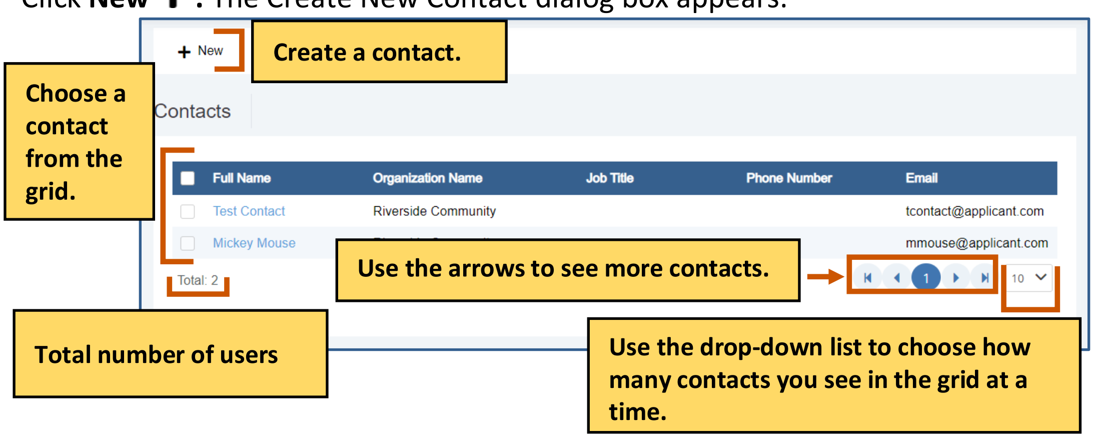


Add a Contact

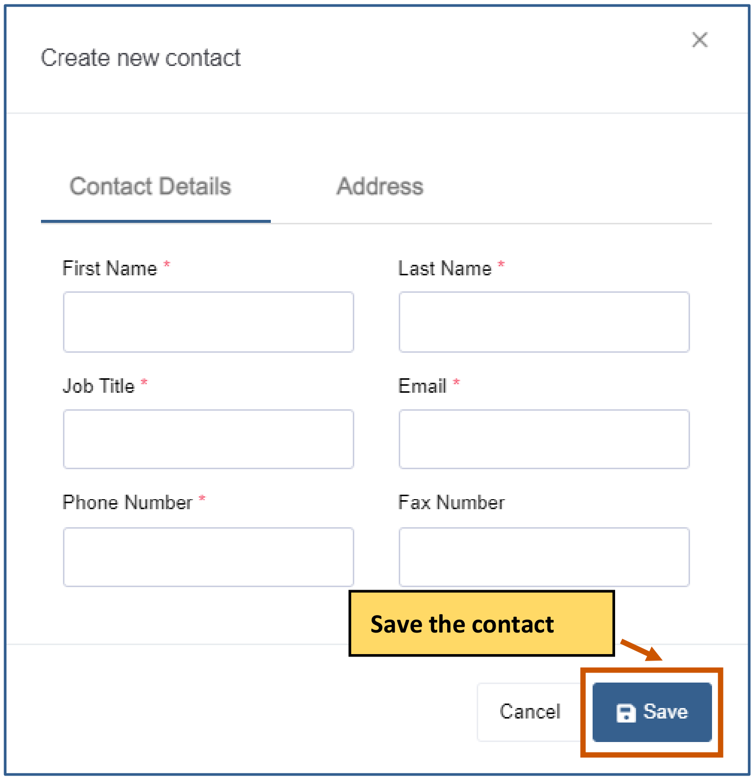
1. From the site map, click **Contacts** . The Contacts for Applicant page appears.



2. Click **New** **.** The Create New Contact dialog box appears.

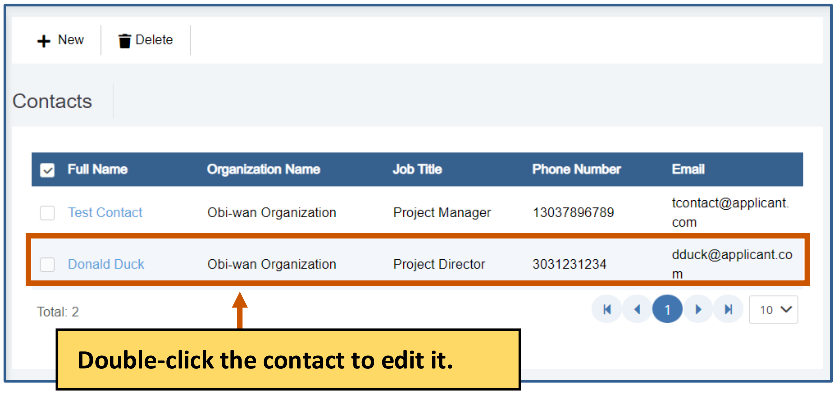


3. Fill in the necessary fields.
   Note: The red asterisks indicate required fields.
4. Click **Save** to save the contact They appear in the grid. Repeat steps 2-4 for each contact.



Edit a Contact

1. **Double-click** the user to edit it. The Edit User dialog box appears.

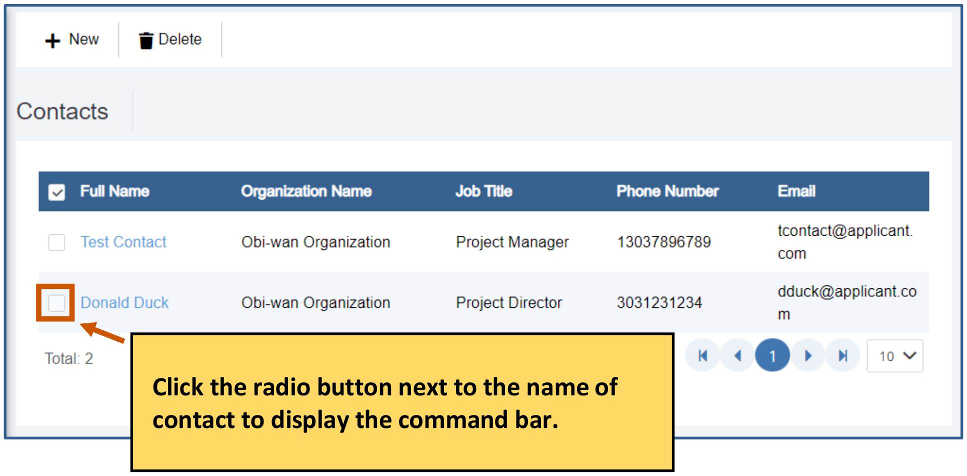


2. Edit the necessary fields for each tab.
   Note: The red asterisks indicate required fields.

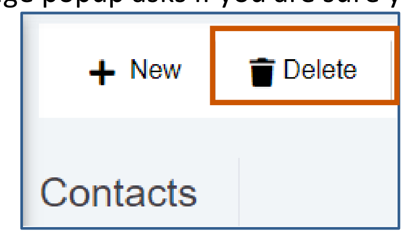
3. Click **Save** . The changes are saved. A blue Saved Successfully popup appears at the bottom right of the screen. Repeat steps 1-5 for each council review you wish to edit.

Delete a Contact

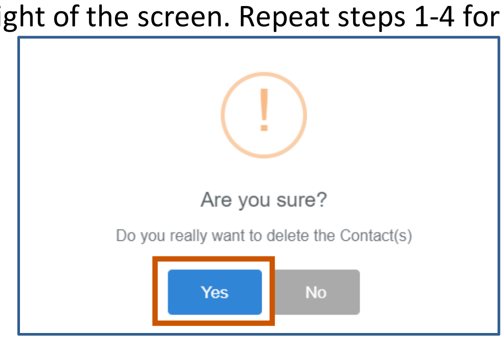
1. Click the radio button next to the name of contact to display the command bar.



2. Click **Delete** . A message popup asks if you are sure you want to delete the contact.

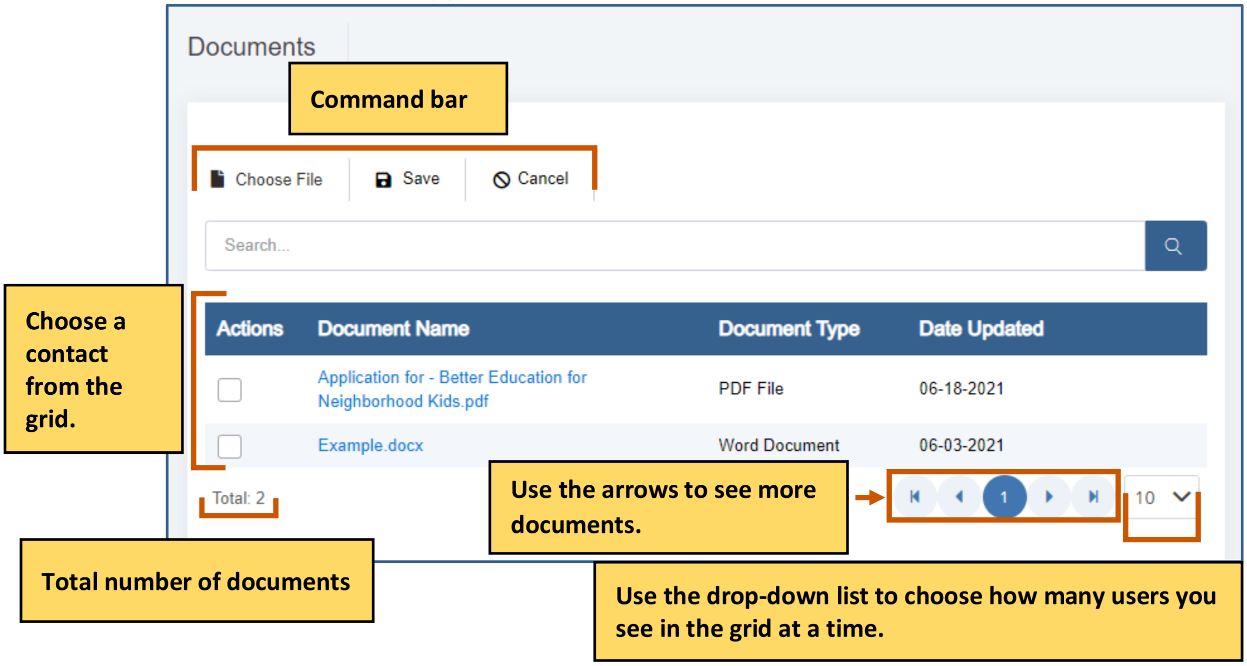


3. Click **Yes.** The contact is deleted. A green Deleted Successfully popup appears at the bottom right of the screen. Repeat steps 1-4 for each contact you wish to delete.



Documents

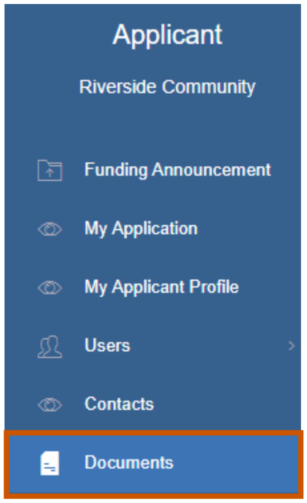
View documents related to the application.



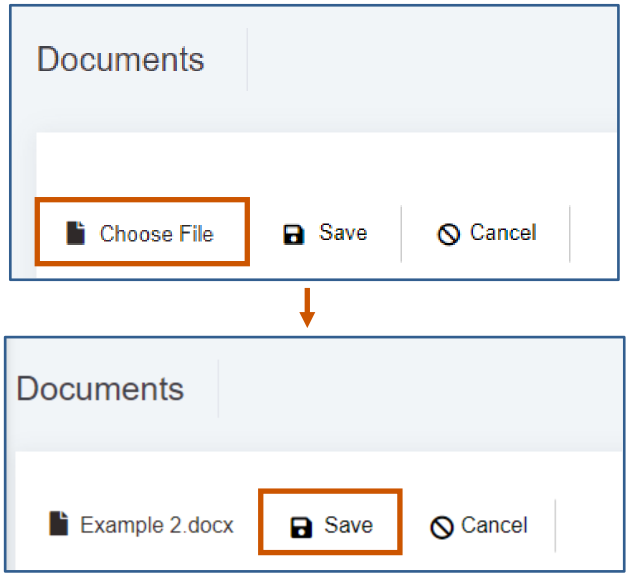
Command Options	Description
Choose File	Choose the file you want to upload.
Save	Save the file you want to upload
Cancel	If you choose a file you do not want to upload, you can cancel uploading the file.

Add a Document

1. From the site map, click **Documents**. The Attach Document for Applicant page appears.

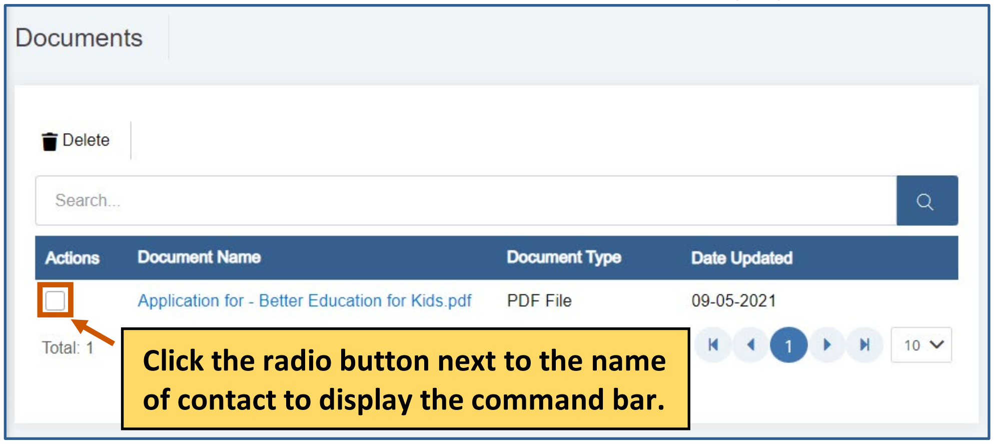


2. Click **Choose File**.
3. Upload the file.
4. Click **Save**. The file appears in the grid.

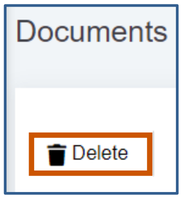


Delete a Document

1. Click the radio button next to the name of document to display the command bar.



2. Click **Delete** . A message popup asks if you are sure you want to delete the document.



3. Click **Yes.** The document is deleted. A green Deleted Successfully popup appears at the bottom right of the screen. Repeat steps 1-4 for each document you wish to delete.