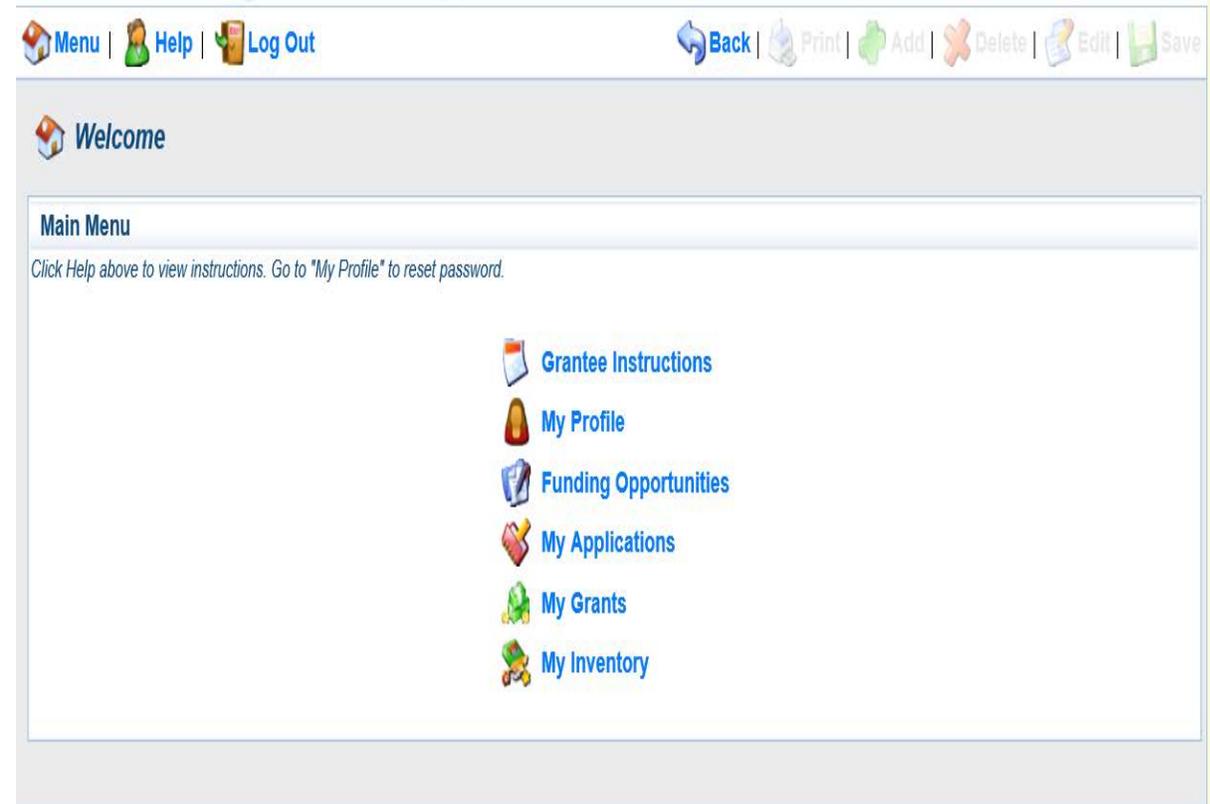


Navigating the System



After logging in, you will see a menu like the image to the right.

- **Grantee Instructions** – General system instructions. Not program specific.
- **My Profile** will let you change your password.
- **Funding Opportunities** – Locate grants that are currently accepting applications.
- **My Applications** – Applications you have started or submitted.
- **My Grants** – Your applications that have been approved and funded.
- **My Inventory** – Not used.



General navigation is at the top of the screen.

The left side offers:

- **Menu** returns you to the main menu.
- **Help** has help for the specific form you are on.
- **Log Out** exits the system.



The right side of the navigation bar offers:

- **Back** – Use this instead of your browser back button to avoid duplicates.
- **Print**
- **Add**
- **Delete**
- **Edit**
- **Save**



Buttons that are greyed out cannot be clicked on.



Some navigation will be on the right below instruction fields. This navigation option will vary depending on the form you are on.

Instructions

*Be advised that if your application for funding is approved, information about your business will be reported to the Legislative Fiscal Committee. The information disclosed is listed below.
If you do not want this information disclosed, do not submit an application.*

- Business name;
- Business address;
- Amount of grant;
- Date the grant was awarded;
- Purpose of the grant; and
- Period of the grant (training start and end dates)

Attention applicants: A grant writer or employee may prepare the application and complete all of the forms, but the application must be submitted by the owner of the company or someone with signing authority. This means that grant writers may prepare the application, but someone with signing authority from the business must log in using their own login and click the submit button. The same is true for financial agreements and reimbursement claim forms, assuming the application is approved and funded.

Complete all forms in the order listed.

All forms must be marked "Complete" before you can submit your application.

Businesses with multiple locations may submit all employees from all locations for the same training on one application.

Applications must be submitted at least 20 calendar days before training begins.

If you are having problems with completing the application, contact the [Program Manager](#).

Application Forms [Application Details](#) | [Submit](#) | [Withdraw](#)