



How to Use Our Online Grant Application System

- A. Use **Google Chrome** internet browser (please do not use Internet Explorer). Download **Google Chrome** [here](#) if needed.
- B. Go to our website, www.afmfl.org.
- C. From the “Login” menu on the home page, click on the “Applicant/Grant Partner Login”.
- D. If this is the first time your organization is using our online application system, click on “*Create New Account*”. Complete all required fields. If your organization already has an account, log on to the system. There is a link on the logon page to retrieve your password if necessary. If the person completing this application is external to your organization, they should sign in using the organization’s credentials, not their own.
- E. To begin to complete an application, click on the “*Apply*” link at the top of the page. Select the appropriate application and begin! If you have been provided with an access code you will need to enter it in the box at the top of the page in order to begin the correct application.
- F. You can print out the questions in advance and share them with colleagues or work on the responses off-line. Click on the “*Question List*” button at the top of the application.
- G. Respond to all questions in the spaces provided.
- H. Applications can be saved, allowing you to return to your work later by clicking on the “*Save Application*” button at the bottom of the page. When you log on again, your saved application will appear on your *Application Dashboard* page as “*Draft*”. Click the blue “*Edit*” link to the far right of the application name to resume your work. Please save your work frequently.
- I. To complete and then upload required forms (forms vary by application), follow these steps:
 1. Download the form using the link provided in the online application.
 2. Save the document to your desktop ... be sure to rename the document and save it somewhere you will remember (not as a temporary file).
 3. Complete the saved form(s).
 4. If the form requires a signature, you will secure original signatures and scan the document to your desktop. If you do not have access to a scanner, use the *Fax-to-File* tool found at the top of the screen in the online application. Follow the directions provided. This tool uses your fax machine to make pdf documents.
 5. Go back to the application, click “*Browse*”, locate your saved file and open it.
 6. The document will be uploaded after you click “*Save Application*”.
 7. Follow these steps for each individual document.
- J. When you are certain your application is complete, click “*Submit Application*” at the bottom of the page. Successfully submitted applications will appear as “*Submitted*” on your *Application Status* page. An indication of “*Submitted*” does not necessarily mean your application is complete, only that it has been successfully transmitted. An email confirmation will be sent to you after submitting your application informing we have received it.
- K. DO NOT USE ALL CAPS (please).