

Registering for the Applicant Portal: 3rd Party Consultant

Application Portal: 3rd Party Consultant applying on behalf of Applicant Organizations

Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Terms

- **3rd Party Consultant:** An organization applying on behalf of another organization
 - E.g.: An economic development district applying for a municipality or an engineering firm applying for a municipality
- **Applicant Organization:** The organization for whom the application is being submitted
 - E.g.: a municipality or a non-profit

Overview

The 3rd Party Consultant will register *their own account* in the applicant portal. If they are working on applications for multiple Applicant Organizations, the applications for all the Applicant Organizations will be in this account. However, individuals from the Applicant Organization for whom they are applying will not be able to see their own applications. The 3rd Party Consultant can choose to share PDFs with the Applicant Organizations.

The Recipient Portal (Post-Award) is separate from the Application Portal (Pre-Award). If the Applicant Organization for whom the 3rd Party Consultant is applying is awarded, DED will create the award under the Applicant Organization, using their contact information.

- After an Applicant Organization's award has been activated, they will be able to add 3rd Party Consultants (External Users) to specific awards in the Recipient Portal.
 - For more information on this process, see [External User Guide Post Award](#)
- To expedite the above process, it is very important that the 3rd Party Consultants follows the provided instructions on filling out the Project Information section and the contact sections in the application

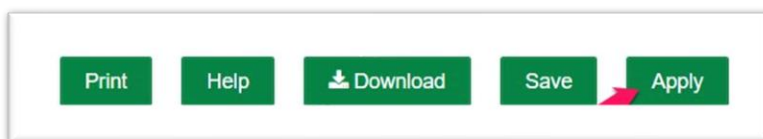
Other Notes

- Multiple users cannot work on a single application simultaneously. Users will need to save their edits and exit the application before another user can view and/or make changes.
- A 3rd Party Consultant's email will NOT be able to be added in multiple applicant portal accounts for different Applicant Organizations

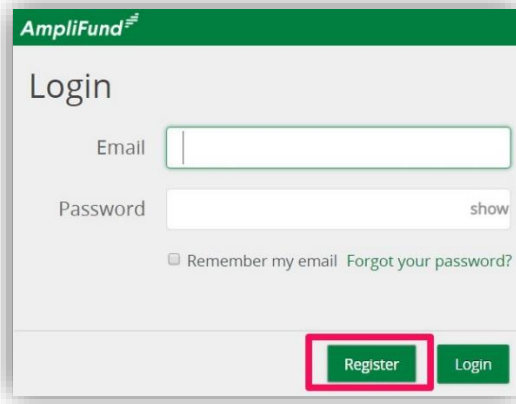
Registering an Account in the Applicant Portal as a 3rd Party Consultant

If you are a 3rd Party Consultant applying for a grant on behalf of an Applicant Organization, please complete the following steps to register or log-in in the portal.

1. Click on the link to the application provided by the Nebraska Department of Economic Development.
2. Locate and click on the **Apply** button in the top right-hand corner



3. You will be brought to a page that asks you to either **Register** or **Log In**
 - a. If you do not already have an AmpliFund username and password, click **Register**.
 - b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Login**.

A screenshot of the AmpliFund login page. The page has a green header with the AmpliFund logo. Below the header, the word "Login" is displayed. There are two input fields: "Email" and "Password". The "Password" field has a "show" link to its right. Below the input fields, there is a checkbox labeled "Remember my email" and a link labeled "Forgot your password?". At the bottom of the form, there are two buttons: "Register" and "Login". The "Register" button is highlighted with a red rectangular box.

4. Upon clicking **Register**, you will be brought to a Registration page, with three basic sections allowing you to input your email, password, and basic contact and organization information
5. In the User Information section, please enter your **Email Address**, and create a **Password**. Once you create a Password you will have to confirm it as well

Create New Account

If you have already registered, please click [here](#) to login.

User Information

Email Address*	<input type="text"/>
Role	Administrator
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>

6. In the Contact Information section, only the **First Name** and **Last Name** fields are required. However, you will save time on your application if you fill out Title, Address, City, State/Province, Postal Code and Phone Number.

Contact Information

First Name*

Middle Name

Last Name*

Suffix

Title

Address Line 1

Address Line 2

City

State/Province

Postal Code

Phone Number

7. In the Organization Information section, please complete any required fields for your organization. (**Not the organization on whose behalf you are applying.**)

Organization Information

Same as above ☐

Organization Name*

Organization Type*

Other

Email Address*

Website

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

8. Once all required fields are completed in all three sections, please click the green **Register** button to proceed to apply!

Register

9. **Please Note:** when you begin to fill out an application on the behalf of another organization, you will need to use that organization's contact information in the application NOT your own that will pre-populate.

Applying on behalf of an Applicant Organization

Now that you are registered or logged in as a 3rd Party Consultant, you can start an application on the behalf of an Applicant Organization. This is not a full guide on filling out an application (see <https://opportunity.nebraska.gov/amplifund/#FAQ-Application>), but instead focuses on the sections that need to be filled out differently by a 3rd Party Consultant.

Project Information Section

Application Information

In the **Application Information** section, enter in your Application Name and Award/Contribution Amounts for the expected project.

Application Information	
Application Name*	<input type="text" value="Test Application"/>
How much are you requesting from the funder?	
Award Requested*	<input type="text" value="\$100,000.00"/>
How much are you planning to contribute to the budget?	
Cash Match Requirement	\$0.00 ⓘ
Cash Match Contributions*	<input type="text" value="\$50,000.00"/>
In-Kind Match Requirement	\$0.00 ⓘ
In-Kind Match Contributions*	<input type="text" value="\$10,000.00"/>
Total Award Budget	\$160,000.00

Primary Contact Information

The fields in the **Primary Contact Information** section will auto-fill with the details provided from when you registered. As a 3rd Party Consultant, you are **NOT** the Primary Contact. The Primary Contact is the main point of contact at the Applicant Organization. You will need to replace the auto-filled information with the *Applicant Organization's Primary Contact*. This will expedite the post-award process, if your Applicant Organization is awarded. *The 3rd Party Consultant's information will be collected in the Application Forms.*

NOTE: The Primary Contact Information is the Primary Contact for the Applicant Organization for this application.

*Fields marked with an asterisk are required

1. Enter the first and last name of the Primary Contact person in the **Name** field.
2. Enter the email address of the Primary Contact person in the **Email Address** field.
3. Enter the number and street name in the **Address Line 1** field.
4. Populate the **City**, **State/Province** and **Postal Code** fields accordingly.
5. Enter the **Phone Number** of the Primary Contact.
6. Once all required fields are populated, please click **Mark as Complete**.

NOTE: In order to successfully submit an application, all sections must be marked as Complete

To move onto the next part of the application, click **Save and Continue**.

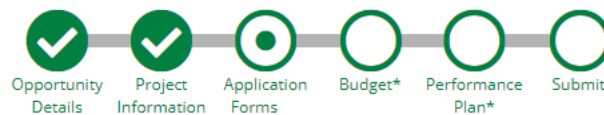
Save ✓ Mark as Complete Save & Continue

Primary Contact Information

Name*	<input type="text" value="John Doe"/>
Email Address*	<input type="text" value="john.doe@test.com"/>
Address Line 1*	<input type="text" value="123 Main St"/>
Address Line 2	<input type="text"/>
City*	<input type="text" value="Lincoln"/>
State/Province*	<input type="text" value="NE"/>
Postal Code*	<input type="text" value="68505"/>
Phone Number	<input type="text" value="4021234567"/>

Application Forms

To navigate to the Forms section, click on the **Application Forms** timeline icon at the top.



Each DED application will have different Application Forms. However, they will all have some variation of the example below, intended to expedite the process of awarding an Applicant Organization that uses a 3rd Party and assigning that 3rd Party Consultant to the award.

Applicant Information

Each application will have a section intended to gather information on the Applicant Organization. Remember that the Project Information section should also be edited to reflect the Applicant Organization's information.

Applicant Information

The Applicant **Primary Contact Information is on the previous page, Project Information section.*


Name of Applicant Organization ✎ *	<input type="text"/>
Name of Applicant Company ✎ *	<input type="text"/>
Name of Applicant Municipality ✎ *	<input type="text"/>
Applicant - Phone Number (0000000000) ✎ *	<input type="text"/>
	10
Applicant - Address Line 1 ✎ *	<input type="text"/>


Award Information


Every DED application will have this section, which will expedite the process of getting the 3rd Party Consultant access to the award, if the Applicant Organization is awarded.


Award Information

If your application is approved, who will be the main contact to manage the Post-Award process? This main contact is referred to as the **Recipient Grant Manager**.


Recipient Grant Manager - First Name  *


Recipient Grant Manager - Last Name  *

Recipient Grant Manager - Email Address  *

Recipient Grant Manager - Phone Number (0000000000)  *


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Recipient Grant Manager - Extension 

Does this Recipient Grant Manager, who will be managing the award, work at the Applicant organization?  *

☐ Yes

☐ No

Recipient Grant Manager - Organization Name  *


This will be the person that will need to actively manage the award (e.g. submit expenses, reports, etc.). It is likely the 3rd Party Consultant main point of contact.


If the Recipient Grant Manager is a 3rd Party Consultant, answer 'No' and provide the organization name of the 3rd Party Consultant.

Local Contact

Contact must work for Applicant organization. The Local Contact will be responsible for adding additional users if the Applicant organization does not have an AmpliFund Recipient account yet.

Local Contact - First Name  *

Local Contact - Last Name  *

Local Contact - Email Address  *

If awarded, DED needs a main point of contact's email address from the *Applicant Organization* to set-up the award.

Contact Information

Most DED applications will also have a section to gather information on a secondary contact at the Applicant Organization.

Contact Information

The Applicant **Primary Contact Information is on the previous page, Project Information section.*



Secondary Contact

The Secondary Contact may work for the Applicant organization or a different organization.

First Name *

Last Name *

Title *

Email Address *

Preparer Information

Many DED applications will have a section called 'Preparer Information'. This section is intended for information on the Application Preparer, who is likely the 3rd Party Consultant.

Preparer Information

The Applicant **Primary Contact Information is on the previous page, Project Information section.*

Is the Preparer organization different from the Applicant organization? *

- ☐ Yes
☐ No

Preparer Type *

- ☐ Out State Consultant
☐ In State Consultant
☐ Nonprofit Organization
☐ Economic Development District
☐ Other

Preparer Type: please specify... *



Applicant Preparer Information

Organization Name *

First Name *

Last Name *