

# Applicant Portal Guide

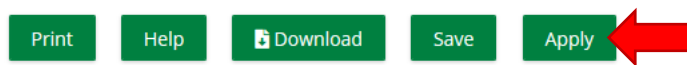
## 2020 State Trade Expansion Program (STEP)

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

### How to Apply

If you are applying for the 2020 STEP grant on behalf of an organization, please complete the following steps to register in the portal.

1. Click on the link to the 2020 STEP application provided by the Nebraska Department of Economic Development.
2. Locate and click on the **Apply** button in the top right-hand corner

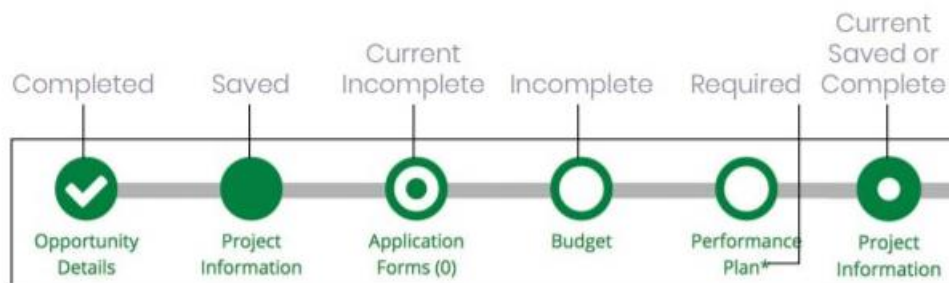


3. You will be brought to a page that asks you to either **Register** or **Log In**.
  - a. If you do not already have an AmpliFund username and password, click **Register**.
  - b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password,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

**NOTE:** If you chose **Register**, you will be brought back to the 2020 STEP program page upon completing registration. Once again, click the **Apply** button to begin the application.

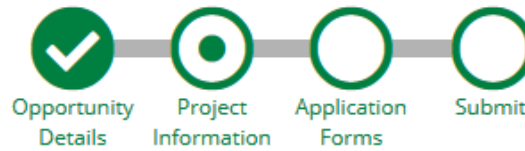
The application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar, also known as the timeline. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.

**NOTE:** The Progress Bar below is an example of the different statuses, your application may not include each section.



## 2020 State Trade Expansion Program (STEP)

### Application Progress Bar (Timeline)



## Completing the Project Information Section

### Application Information section

1. Enter a name for your application in the **Application Name** field. The Application Name can be the name of the organization you are applying with.
2. Enter any number in the **Award Requested** field. This will not determine how much money you will receive, this application is just to determine if the company is eligible.

**Application Information**

Application Name\*  ✓

How much are you requesting from the funder?

Award Requested\*

Total Award Budget \$25,000.00

### Primary Contact section

The fields in the Primary Contact section will auto-fill with the details provided from when you registered. If you are completing this application on behalf of an organization or if the Primary Contact person is someone other than yourself, populate the correct Name and details in the required fields. Primary Contact Information is the contact information for the Recipient Organization.

\*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. 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

6. To move on to the next section of the application, click **Save and Continue**

Primary Contact Information

Name\*

Email Address\*

Address Line 1\*

Address Line 2

City\*

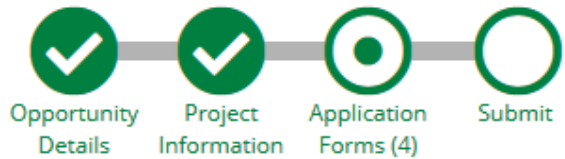
State/Province\*

Postal Code\*

Phone Number

[Save](#) [Mark as Complete](#) [Save & Continue](#)

## Completing the Application Forms Section



Forms

[Help](#) [Download](#) [Save & Continue](#)

Name	Status	Print
Part 01: Applicant Information	New	
Part 02: STEP Grant Eligibility Requirements	New	
Part 03: Export Assessment	New	
Part 04: For Further Questions	New	

25 items per page    1 - 4 of 4 items

[Save & Continue](#)

- Each form needs to be clicked on, filled in per the instructions, and then **Marked as Complete** when finished.
- If you have partially completed an Application Form and wish to save changes and return later, please click the **Save** button on the bottom of the form you are working on.
- **Save & Continue** will move you onto the next section or form.

[Save](#) [✓ Mark as Complete](#) [Save & Continue](#)


The 'Status' column indicates the progress of each application form.

Name	Status
Part 01: Applicant Information	Complete
Part 02: STEP Grant Eligibility Requirements	In Progress
Part 03: Export Assessment	New

- **New:** Application Form has not yet been clicked on. All forms will appear as 'New' the first time you access the application.
- **In Progress:** Application Form has been partially completed, and Saved.
- **Complete:** All required fields have been entered on an Application Form, and the form has been Marked as Complete.

## Printing Forms


Each form can be printed individually by clicking the 'Print' icon located in the same row of the form.





Name	Status	Print
Part 01: Applicant Information	Complete	

**NOTE:** Applicants will have the ability to print a completed version of the application in its entirety before and after final submission.

Each Application Form must be "Marked as Complete" in order to successfully submit an application.

## Eligible to Submit Application:

Forms  Help Download Save & Continue

Name	Status	Print
Part 01: Applicant Information	Complete	
Part 02: STEP Grant Eligibility Requirements	Complete	
Part 03: Export Assessment	Complete	
Part 04: For Further Questions	Complete	

1 - 4 of 4 items

Save & Continue

## Not Eligible to Submit Application:

Forms Help Download Save & Continue

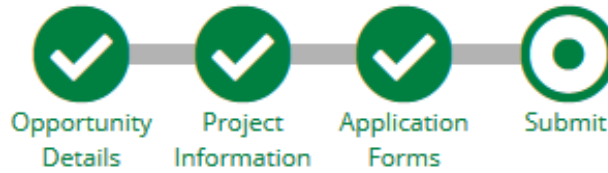
Name	Status	Print
Part 01: Applicant Information	Complete	
Part 02: STEP Grant Eligibility Requirements	Complete	
Part 03: Export Assessment	Complete	
Part 04: For Further Questions	New	

1 - 4 of 4 items

Save & Continue

**NOTE:** The 'For Further Questions' form only contains STEP contact information, however it still needs to be Marked as Complete.

## Submitting your Application



When you are ready to submit your application, click on the Submit button on the timeline.

From the Submit page, you will be able to:

- Download your completed application before or after submission.
- Jump to any of the application sections to review your answers by utilizing the timeline at the top of the page.
- Submit your application.

## How to Download and Review your Application

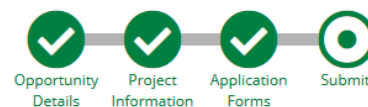
- Click the green **Review** button to download a PDF of your completed application.

## How to Submit Application

- In order to Submit your application to the Nebraska Department of Economic Development, all sections and application forms must be **Marked as Complete**.
- You can verify that all sections and application forms have been **Marked as Complete** by referencing the timeline at the top of page and ensuring there is a check in each section.
- When all sections have been **Marked as Complete**, submit your application by clicking on the green **Submit** button.

## Eligible to Submit Application:

### State Trade Expansion Program (STEP)



You are about to submit your application, **Test Corporation**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

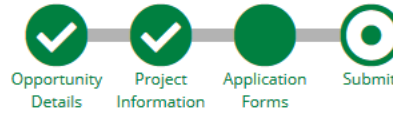
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.



### Not Eligible to Submit Application:

- If you have application forms or sections that have not been Marked as Complete, you will be unable to click the submit button and submit your application.
- A message will appear on this page in red, notifying you of any uncompleted forms or sections

## State Trade Expansion Program (STEP)



You are about to submit your application, **Test Corporation**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

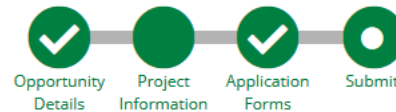
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms containing required fields which have not been completed!



### Successful Submission

- Once you have successfully submitted your application, a success message will appear on your screen and the Primary Contact Email Address (entered on the Project Information section) will receive an email notifying of the date and time of the submission, 'Application Submit Success Notification'.
  - The Application Preparer will receive the 'Application Status Change Notification' automated responses.
- The Application Status (e.g. Submitted, Unsubmitted, Approved, Rejected) can be checked by the Application Preparer by logging into the Applicant Portal at <https://ne.amplifund.com>.
- Once submitted, no changes can be made to the application, but it can be accessed and viewed at any time by logging back into the Applicant Portal at <https://ne.amplifund.com>.



### Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

