# External Users Logging into Recipient Portal

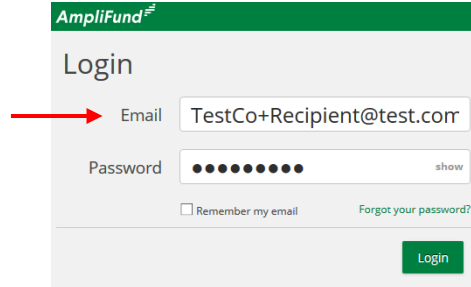**Browser:** Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

**You will receive an email invite to create a password originally. If you do not receive one, please contact your DED Program Manager.**
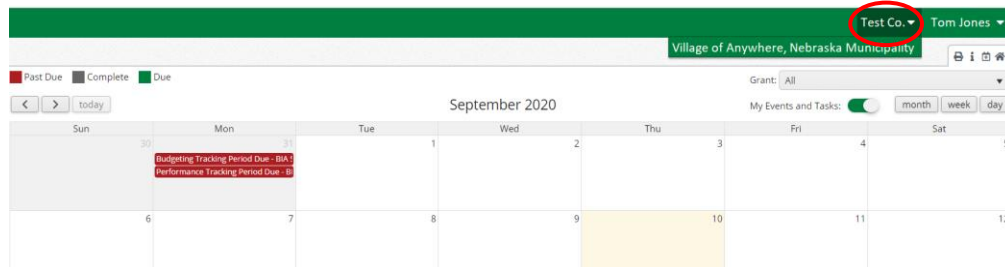
## To Login

If you are an external user, you will login into AmpliFund with the Username that DED has provided for you.

*NOTE: In some cases this is not your email address.*



From the AmpliFund Homescreen, you will be able to toggle to the different accounts that you have access to.

Click on the Organization Name in the top right corner, then select another Organization from the dropdown.



## Viewing Awards

When you are in the Organization's account that you would like, use the left navigation to go to their Award list.

*NOTE: You will need to toggle to each Organization's account separately to look at their Awards if you have access to multiple Recipient accounts.*

Grant Management (left navigation) > Grants > All Grants

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