

How to Add Users in the Recipient Portal

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

Adding Users in AmpliFund

Once you have accessed your AmpliFund account, you will be able to add additional Users to view and manage your Grant.

NOTE: For recipients using a third-party (e.g., consultant) to help administer their grant, the third-party must be added as a user to the recipient's account. You may need to contact your DED Program Manager for assistance.

To add Users, complete the following steps:

1. Navigate to *Administration > System Security > Users*.
2. Click the '+' icon in the top right-hand corner.

Create User

User Information

Subscribe to Daily Emails

Subscribe to Weekly Emails

Applicant Portal Access

Role*

Staff Information

First Name*

Last Name*

Title

Supervisor

3. Complete the *User Information* section:
 - a. **Subscribe to Daily Emails:** This option allows the User to receive notification, reminder, and update emails on the date they are scheduled.
 - b. **Subscribe to Weekly Emails:** This option allows the User to receive all notifications, reminders, and updates once a week in their inbox.
 - c. **Applicant Portal Access:** Check this box if the User should have access to the Applicant Portal to view the application submitted, and apply for future NE DED opportunities.
 - d. **Role:** Refer to the 'Security Roles' and 'Security Roles Matrix' user guides for more information regarding roles.
4. Complete the *Staff Information* section:
 - a. **First Name, Last Name, and Email Address** are all required to create a User.
5. Click the **Create** button to create the User.

How to Invite Users into AmpliFund

Once Users are created, there are three ways to invite them into the system:

1. Upon creating the User, you will be able to click the 'envelope' icon in the top right-hand corner to invite that User into the system.



2. Navigate to *Administration > System Security > Users* to access the list of Users and click the 'envelope' icon next to the name of the User you want to invite into the system.



3. Invite Users in batch, by navigating to *Administration > System Security > Users*, and click the 'envelope' icon in the top right-hand corner.

Users [i] [e]

Send Invitation Emails

<input type="checkbox"/>	Display Name	Role	Email	Invitation Sent
<input type="checkbox"/>	Daniel Holtz	Organizational Admin	dholtzstreamlink+032620@gmail.com	No
<input type="checkbox"/>	John User	Organizational Admin	dholtzstreamlink+040320@gmail.com	Yes
<input type="checkbox"/>	Rich Paul	Organizational Admin	dholtzstreamlink+0401@gmail.com	No

Check the boxes of all Users you wish to invite to AmpliFund, and click the 'envelope' icon in the top right-hand corner to send all an invitation.

Note: Upon creating a user, they will receive an email invitation from AmpliFund and will be prompted to click on a link to establish their own unique password.