

Registering for the Applicant Portal

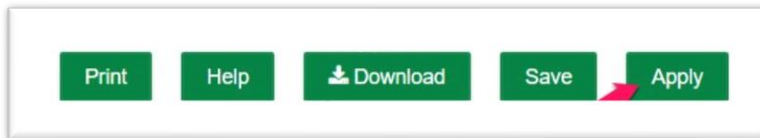
Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

NOTE: If you are a 3rd party (example: external consultant), see the 'Registering for the Applicant Portal-3rd Party Consultant' user guide.

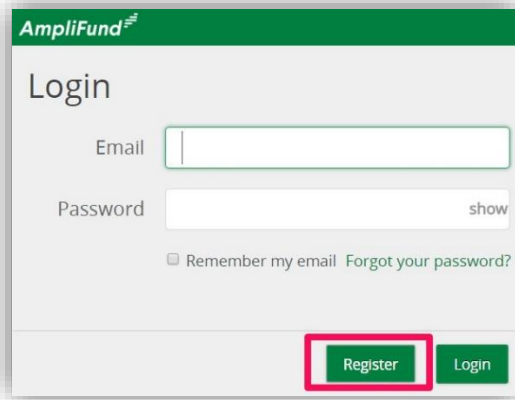
How to Create an Account in the Applicant Portal

The first time you access a NDED grant through the Applicant Portal, you will be prompted to create a login and password.

1. Locate and click on the **Apply** button in the top right-hand corner



2. 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, click **Log In**



3. 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
4. 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*

Role Administrator

Password*

Confirm Password*

- 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

- In the Organization Information section, please complete any required fields pertaining to your organization or the organization you are applying on behalf of

Organization Information

Same as above

Organization Name*

Organization Type*

Email Address*

Website

Address Line 1*

Address Line 2

City*

State/Province*

Postal Code*

Phone Number

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

