CCCFF – Download Contract, Sign and Reupload & Complete ACH Form

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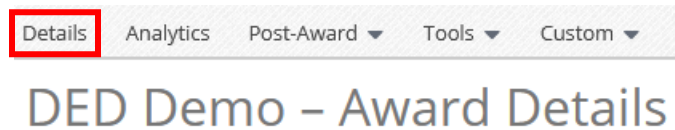
Navigate to Award

To navigate to the Award screen:

From the AmpliFund Home Screen > Grant Management (left navigation) > Grants > [Choose Your Grant]
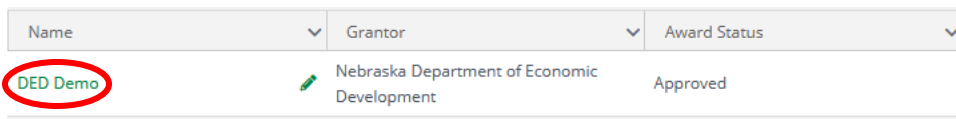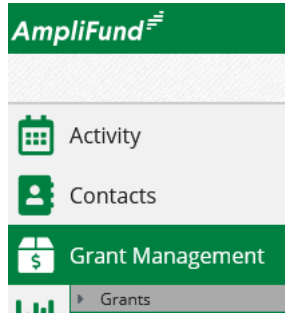
After choosing your grant you will be taken to the Award's **Detail** screen by default.
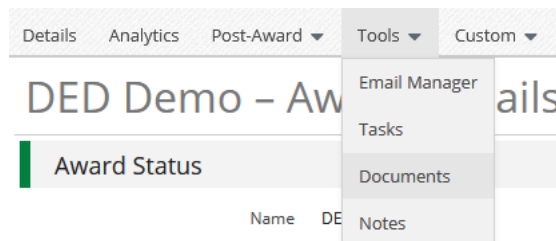

Complete Contract

Download Contract

To view your contract, navigate to the Documents section:

Tools (tab) > Documents > Public (folder)

To view the document, select the green document name.

To download the document, click the **Download icon** next to the document name.

Upload Signed Contract

Sign Contract

After downloading your contract, you will need to sign it. You will need to print, physically sign, and scan back to your computer.

Save the signed contract to your computer.

Upload Signed Contract to AmpliFund

Navigate back to the Documents folder.

Login to AmpliFund > Grant Management (left navigation) > Grants > [Choose Your Grant] > Tools (tab) > Documents > Public (folder)

Click the **Upload Documents** icon in the top right.

Choose your signed contract file and click **Upload**.

You will now see your file name in this folder that it has been successfully uploaded to.

Complete ACH Form

To navigate to the 'State of Nebraska W-9 and ACH Enrollment Form':

Custom (tab) > State of Nebraska W-9 and ACH Enrollment Form

03/14/2021   Additional Resources - https://opportunity.nebraska.gov/amplifund/#FAQ
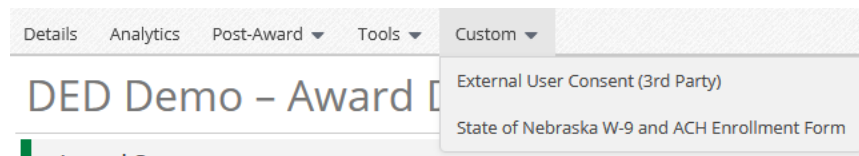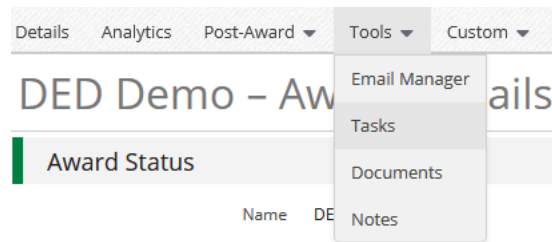
Click the **+ icon** in the top right.

Complete the form, when done click the **Create** button in the bottom right corner.
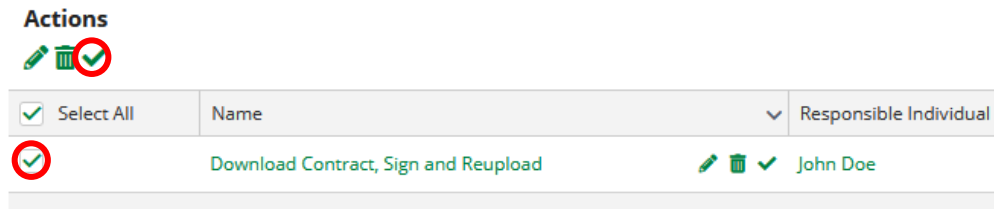

Mark Tasks as Complete

There will be separate Tasks for completing the contract and ACH form.

Login to AmpliFund > Grant Management (left navigation) > Grants > [Choose Your Grant] > Tools (tab) > Tasks
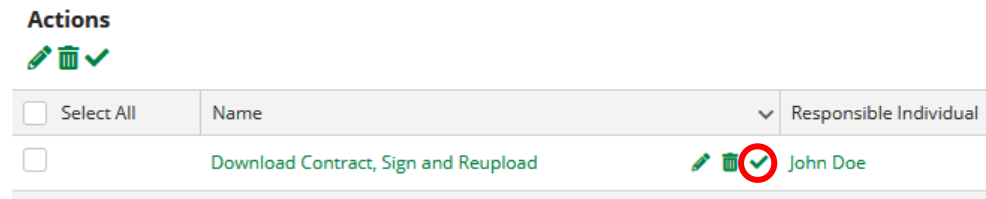

There are 3 ways to mark a Task as complete:

1. Select the specific Task and use the **Mark as Complete** checkmark icon under **Actions**.

2. Click the **Checkmark icon** on the Task row.

3. Click into the Task Name to see the description, and click the **Mark as Complete** checkmark icon in the top right corner.

After marking the Task as complete, the **Task Status** will be "Completed".

03/14/2021   Additional Resources - https://opportunity.nebraska.gov/amplifund/#FAQ