Registering for the Applicant Portal

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

NOTE: If you are an external user/3rd party (example: external consultant) or am planning to use an External User during the application process, see the 'External User' user guide before registering.

Organizations will want 1 account. Additional users then can be added to that 1 account. Individual users should not create individual organizations. Verify your Organization doesn't already have an AmpliFund account before registering to create a new one.

NOTE: If you are a municipality, you may already have an AmpliFund account, please contact DED Support.
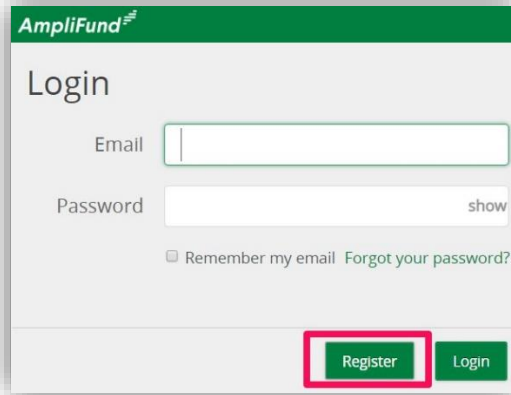
How to Create an Account in the Applicant Portal

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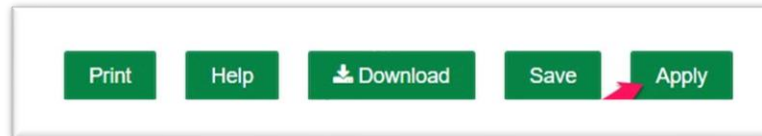
2. You will be brought to a page that asks you to either **Register** or **Log In**
    a. If you do not already have an AmpliFund username and password, click **Register**
    b. If you have already started an application or have an existing AmpliFund username and password, click **Log In**

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

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Create New Account

If you have already registered, please click here to login.

User Information

Email Address*	
Role	Administrator
Password*	
Confirm Password*	

5. 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	

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

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Organization Information

Same as above	☐
Organization Name*	
Organization Type*	Other ▾
Email Address*	
Website	
Address Line 1*	
Address Line 2	
City*	
State/Province*	
Postal Code*	
Phone Number	

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

Register

03/22/2022