User Doesn't Have Applicant Portal Access

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

*NOTE: Only users that are Organization Admins will have access to add Applicant Portal access to users.*

In the Recipient Portal, the User does not have Applicant Portal access if they do not see **Applicant Portal** in the dropdown after clicking their name in the top right corner.
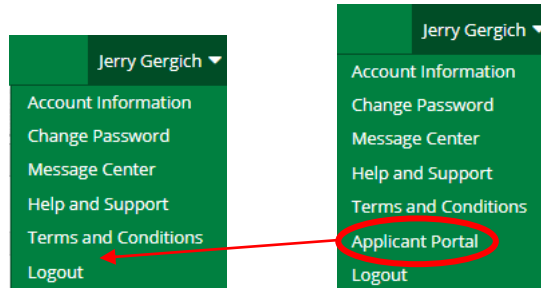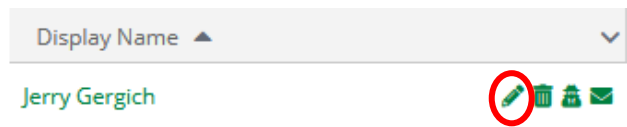

Add Applicant Portal Access

A user with an Organization Admin security role will do the following.

On the left navigation, click Administration > System Security > Users
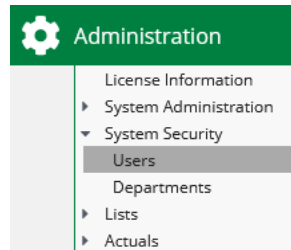
Click the **Edit Pencil** icon next to the user you are going to add Applicant Portal access to.

In the **User Information** section, check off **Applicant Portal Access**.

Click **Update** at the bottom right corner.