

# What to Do When you Receive a Grant

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

## Overview

This guide provides a quick reference as you get started managing your new award. You will need to complete three steps immediately:

1. Make sure your organization has at least *two* users ([Edit Users](#))
2. [Assign a Recipient Grant Manager](#)
3. [Complete the W9 & ACH form](#)
4. For federal programs: [enter your SAM Expiration Date](#)

This guide also has some general information regarding logging in for the first time, navigating the system, payment requests and other helpful instructions.

## Logging In for the First Time

1. When your award is available in AmpliFund, you will receive an email from [no-reply@gotomygrants.com](mailto:no-reply@gotomygrants.com).



Hello John,

You are receiving this notification because your organization has been given an award from Nebraska Department of Economic Development.

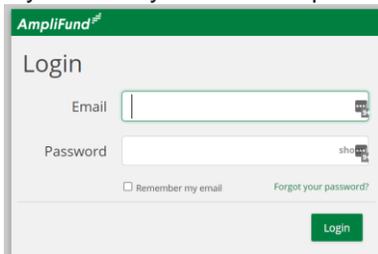
This award of 3 years 0 months 0 days begins on 1/1/2021.

If you currently use AmpliFund, please please [login](#) to see the details of your award and get started.

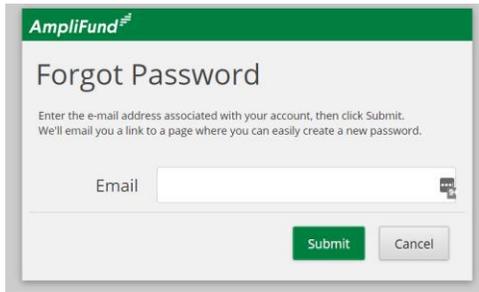
If you have never used AmpliFund, please use [this link](#) to set your password and login.

Regards,  
AmpliFund Administrator  
Nebraska Department of Economic Development

2. If you already have an AmpliFund account, use the link (circle) provided in the email to log-in.

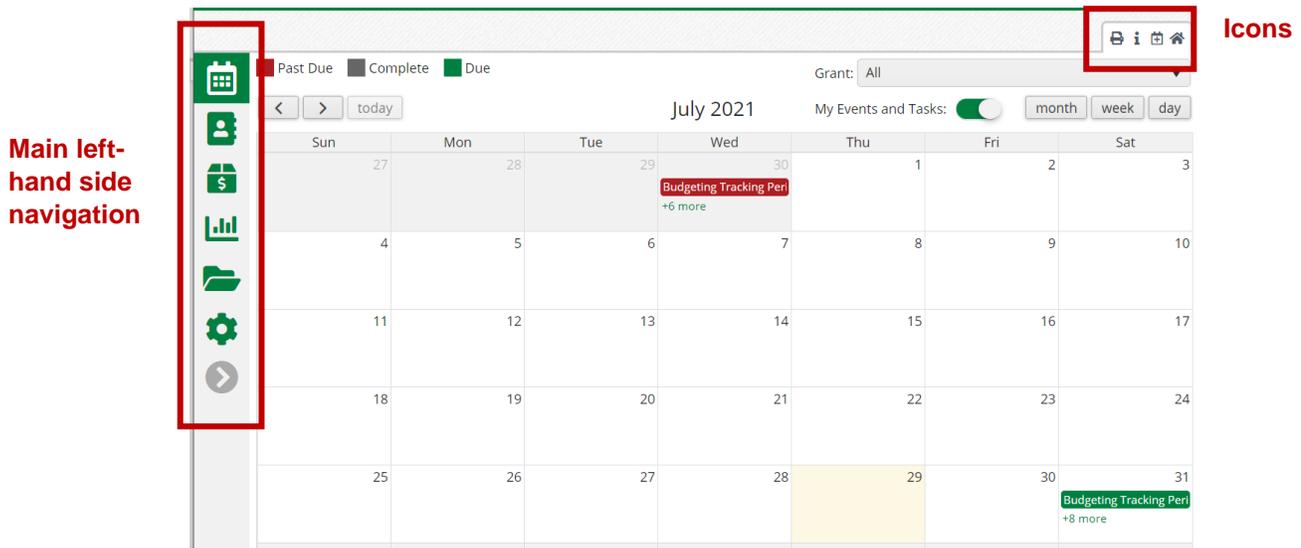


- If you are a *NEW* user to AmpliFund, choose the second option (rectangle) to set your password.

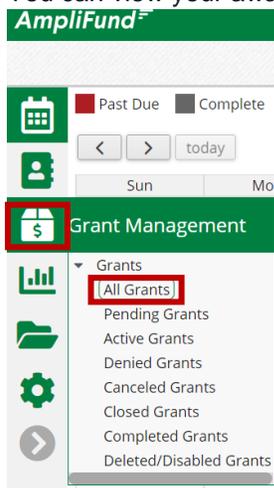


## Navigation

- After you are logged in to AmpliFund, you will be taken to a calendar. This will show you any assigned tasks.
  - The main navigation to AmpliFund is always on the left-hand side of the screen.
  - There are icons in the upper right-hand corner to let you take different actions.



- You can view your awards using the left-hand side navigation. Going to **Grant Management > All Grants**



6. You will be taken to the grid view. Anytime you see a grid, you can use the dropdown arrows:

Name	Grantor	Award Status	Total Awarde...	Fiscal Year Re...	Close Out Date	Status
NAHTF Award	Nebraska Department of Economic Development	Approved	\$100,000.00		2/11/2024	Enabled
CDBG Award	Nebraska Department of Economic Development	Approved	\$100,000.00		2/11/2024	Enabled

c. Sort: Choose **Ascending** or **Descending**

d. Add or remove **Columns** using the checkboxes

e. Filter the fields

i. Use the dropdown arrow to choose the filtering option

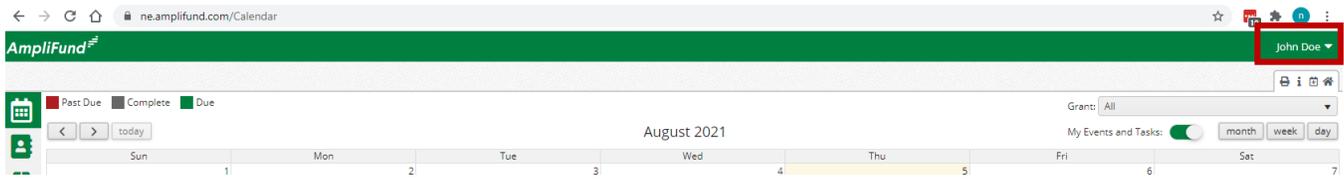
## Edit Users

### Changing your Username

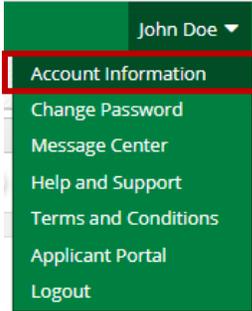
Your user's first and last name may be listed as "Admin User". You need to change this to your actual name.

7. Log-in to AmpliFund

8. In the upper-right hand corner, click on the user name (likely “Admin User”)



9. Choose **Account Information**



10. Click the **edit pencil** icon in the upper-right hand corner.



11. Scroll to the **Individual Information** section

12. Type in the correct **First Name** and **Last Name**

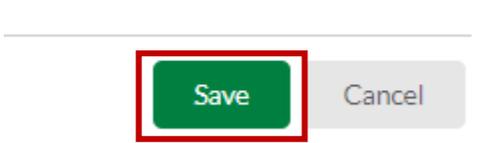
Individual Information

First Name\*

Last Name\*

Title

13. Click **Save**.



14. Each user in your organization should follow these steps.

## Adding Users

Best practice is to have at least *two* staff members be users in your organization’s AmpliFund account. See the guides below on user management.

- User management guides
  - [How To Add Users](#)
    - Use this guide to add a second user as backup to your account
    - Use this guide to add new staff members to your account

- Use this guide to add external users to your account.
- [Disabling Users](#)
  - Use this guide if you have had turnover and need to remove a previous staff member from your account
- [User Doesn't have Applicant Portal Access](#)
  - Use this guide to give other staff access to view and edit your applications

## How to edit your Grant

15. Select your Grant from the previous section. You are now on the Award's **Details** page.
16. Click the **Pencil Icon** in the top right corner.



You will now be able to edit certain fields in your Award.



**NOTE:** You can follow steps #16-17 to edit your award any time it's necessary. These instructions focus particularly on the steps you need to take initially to finish setting up your award.

## Assign Recipient Grant Manager

While in the edit screen from above, in the **Award Information** area, assign a **Recipient Grant Manager**.

- **The Recipient Grant Manager will receive all automatic notifications regarding Approvals and Rejections communicated from NE DED.**

17. Click the dropdown menu in the Recipient Grant Manager field to add a Grant Manager to the record.

**NOTE:** The User must be created in AmpliFund for you to select them from the dropdown list.

Award Information	
Responsible Person	Dillon Cornett
Grant Manager*	Dillon Cornett
Recipient Grant Manager*	Bob Green
Award Identification Number	Bob Green
RFP ID Number	Jane User
Funding Opportunity Number	Jim User

## Enter SAM Expiration Date

SAM Expiration Date only applicable to Community Development Block Grant (CDBG), HOME Investment Partnerships Fund (HOME), and National Housing Trust Fund (HTF) awards.

18. Scroll to the bottom of the **Details** page to find the System for Award Management (SAM) section.
19. Enter your **SAM Expiration Date**. Either type the date in MM/DD/YYYY format or click the calendar icon to select a date.

**NOTE:** This is a required field that must be complete before the page can be saved.

20. After making any edits, click **Save**.

Save Cancel

## Complete W9 & ACH Form

**NOTE:** You need to fill this form out even if you have had previous Award(s) with DED.

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

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

22. Click the **+** icon in the top right.



23. Follow the instructions at the top of the form, once complete, click the **Create** button in the bottom right corner.

Create Cancel

## Payment Requests

For instructions on payment requests, please view your program-specific user guides at <https://opportunity.nebraska.gov/amplifund/>.

## Helpful User Guides

User guides can be found at: <https://opportunity.nebraska.gov/amplifund/>. There is a Frequently Asked Question (FAQ) section and program-specific sections. A list of commonly used guides can be found below.

- FAQ > Award Management > Recipient Portal Documents > Forgot Password
- FAQ > Award Management > Award Management Videos
- FAQ > Award Management > Award Management Documents > Filling out Forms
- FAQ > Award Management > Tasks