

External User Guide

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

What is an External User?

An External User is someone that does not work at the Applicant/Recipient Organization. The External User applies or manages an Award, like a consultant or certified administrator.

Getting Started

NOTE: Organizations (including External User 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.

Logging In

If you are an External User, verify you have a Recipient Portal. If you have a Recipient Portal, when you login initially, you will have a left navigation icons (Activity, Grant Management, Reports, etc.). If you do not have a Recipient Portal, please contact DED Support for them to create one for your External User organization. Do not register at this point.

Recipient Portal

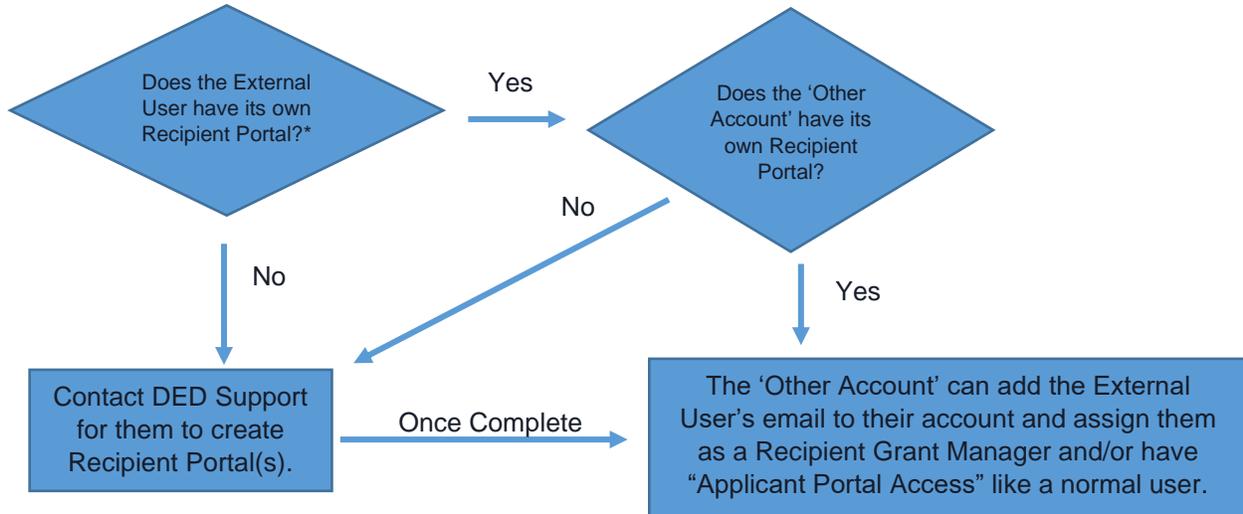
Applicant Portal

Application Name	Submission Status	Funder Name	Title	Opportunity Status	Submission Open ...	Submission Close ...	Award Floor	Award Ceiling
		Nebraska					

How does the 'Other Account' add me as a user?

Flowchart

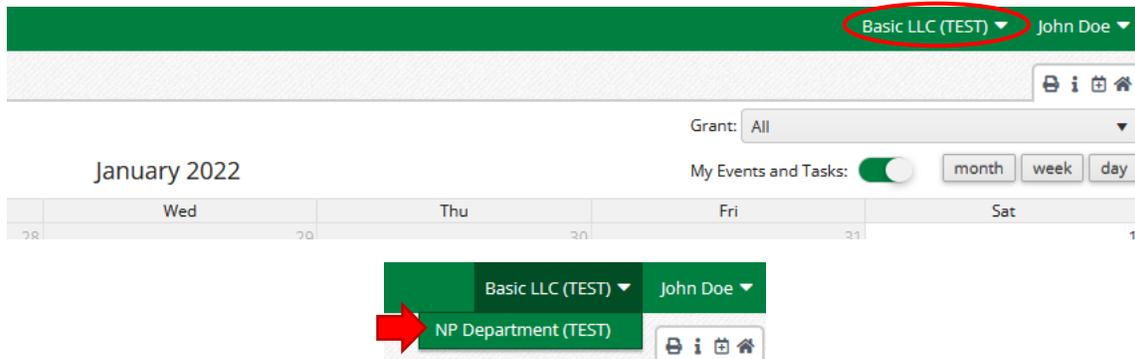
*The External User needs to be added to their organization's own Recipient portal as well.



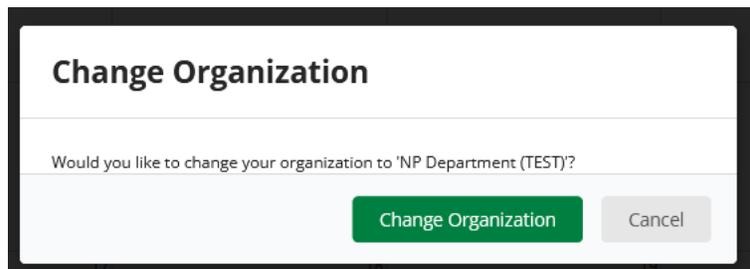
Switching Associated Accounts

From the AmpliFund Homescreen, you will be able to toggle to the different accounts that you have access to.

Click on the Organization Name in the top right corner, then select another Organization from the dropdown.



It will prompt you to confirm **Change Organization**.

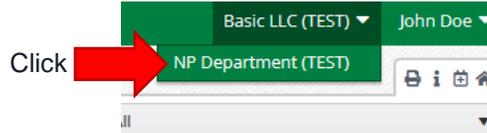


Application: Navigating to Applicant Portal

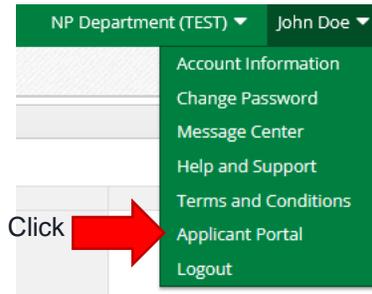
To apply on behalf of an 'Other Account'. Have them add you to their Recipient Portal with 'Applicant Portal Access'. See [Flowchart](#) above for the process.

To Apply

1. From the Recipient Portal, toggle to the account that you are going to apply on behalf of.



2. Click on your Name in the top right corner and select **Applicant Portal**.



NOTE: If you do not have the 'Applicant Portal' option in the dropdown, your 'Other Account' has not added the access to your user profile.

3. You are now in the 'Other Account's' Applicant Portal. You default to the applications tab, but you can also navigate to a new opportunity to apply to. Use the applications list, or copy and paste the opportunity url.
4. Verify you are logged into the correct account by viewing the organization name in the top right corner.



5. Apply to the opportunity like normal.

NOTE: Do not be logged into different accounts in the same browser at the same time.

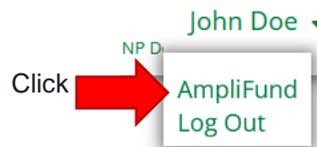
Notes

Multiple users cannot work on a single application simultaneously. Users will need to save their edits and exit the application before another user can view and/or make changes.

Applications cannot be assigned to specific users.

Navigate Back to Recipient Portal

1. Click on your name in the top right corner.
2. Click on the **AmpliFund** option in the dropdown.



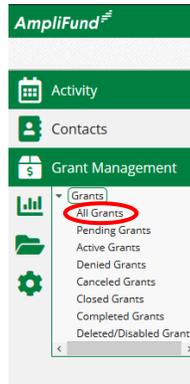
Award Management: Navigating Recipient Portal

Viewing Awards

When you are in the Organization's account that you would like, use the left navigation to go to their Award list.

NOTE: You will need to toggle to each Organization's account separately to look at their Awards if you have access to multiple Recipient accounts.

Grant Management (left navigation) > Grants > All Grants



The awards you can view/edit will depend on the security role you have been assigned as well as if you are assigned the Recipient Grant Manager for the award.