

How to Add Users

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

Overview

This user guide describes how to add users in the Applicant Portal and the Recipient Portal. If you have an existing award with DED, skip to the Recipient Portal section. If you do not have an existing award with DED, start with the applicant portal. See 'NOTE' below if you will be adding External Users to your account.

NOTE: Some recipients use a third-party outside of their own organization to apply or manage their award. This third-party is referred to as an External User (e.g. contractor, certified administrator, etc.). The External User must be added as a user to the recipient's account. For more information, see the 'External User' guide.

Adding Users in the Applicant Portal

NOTE: If you are adding an External User to your account to submit an application on your Organization's behalf, stop and please contact DED Support for assistance. For more information, see the 'External User' guide.

1. Login to AmpliFund <https://ne.amplifund.com>. You will now be in the Applicant Portal.
2. Click the **Users** tab.



Applications Account Information **Users** FAQ

You will now see the list of current users.

3. To add a User, click **+ Add User**.

Users

User Information

+ Add User

4. Complete the New User fields.

The **Role** field is the User's security role. Hover over the help icon to see the differences in 'Editor' and 'Administrator' security roles.

New User

User Information

Email Address*

Role* Editor

Editor
Administrator

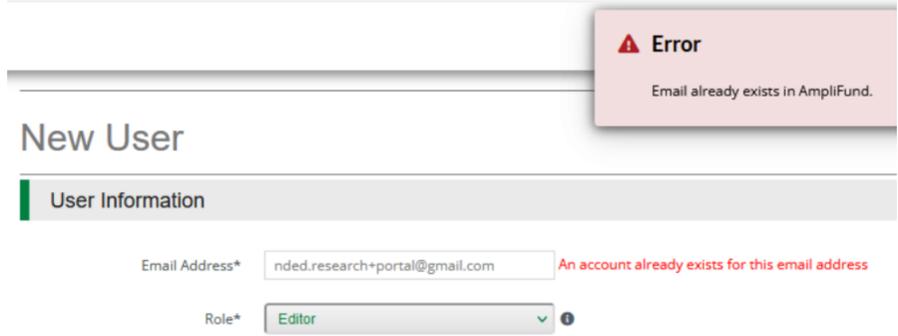
Hover to see differences of Security Roles.

5. When finished, click the **Invite** button at the bottom of the page.



6. Your list of users will now be successfully updated, and the new user will receive an email invite from AmpliFund (no-reply@gotomygrants.com).

Error when Clicking Invite



This user either has an Applicant Portal or a Recipient Portal. In order to be added into multiple Portals, please contact DED Support.

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.

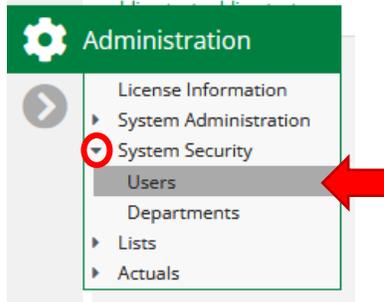
Adding Users in the Recipient Portal

Once you have accessed your AmpliFund account, you will be able to add additional Users to view and manage your Grant.

NOTE: You must have an 'Organizational Admin' security role to add/edit users.

To add Users, complete the following steps:

1. Navigate to *Administration > System Security > Users*.



2. Click the '+' icon in the top right-hand corner.



Create User

User Information

Subscribe to Daily Emails

Subscribe to Weekly Emails

Applicant Portal Access

Role*

Staff Information

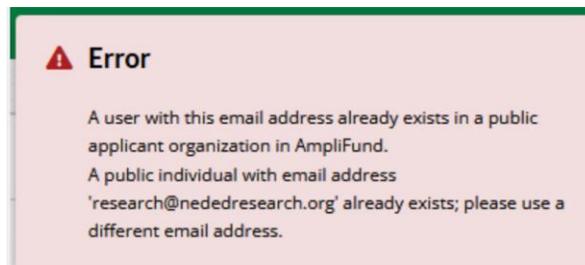
First Name*

Last Name*

Title

3. Complete the *User Information* section:
 - a. **Subscribe to Daily Emails:** This option allows the User to receive notification, reminder, and update emails on the date they are scheduled.
 - b. **Subscribe to Weekly Emails:** This option allows the User to receive all notifications, reminders, and updates once a week in their inbox.
 - c. **Applicant Portal Access:** Check this box if the User should have access to the Applicant Portal to view the applications submitted and to apply for future NE DED opportunities.
 - i. **NOTE:** *If one of your users is unable to access the applicant portal, verify that this box is checked.*
 - d. **Role:** *Refer to the 'Security Roles' and 'Security Roles Matrix' user guides for more information regarding roles.*
4. Complete the *Staff Information* section:
 - e. **First Name, Last Name, and Email Address** are all required to create a User.
5. Click the **Create** button to create the User.

Error when Clicking Create



This user has an Applicant Portal. To get their Applicant Portal turned into a Recipient Portal, please contact DED Support.

How to Invite Users into AmpliFund

Once Users are created, there are three ways to invite them into the system:

6. Upon creating the User, you will be able to click the 'envelope' icon in the top right-hand corner to invite that User into the system.



7. Navigate to *Administration > System Security > Users* to access the list of Users and click the 'envelope' icon next to the name of the User you want to invite into the system.



8. Invite Users in batch, by navigating to *Administration > System Security > Users*, and click the 'envelope' icon in the top right-hand corner.

Users 🔒 ⓘ ✉

Send Invitation Emails

<input type="checkbox"/>	Display Name	Role	Email	Invitation Sent
<input type="checkbox"/>	Daniel Holtz	Organizational Admin	dholtzstreamlink+032620@gmail.com	No
<input type="checkbox"/>	John User	Organizational Admin	dholtzstreamlink+040320@gmail.com	Yes
<input type="checkbox"/>	Rich Paul	Organizational Admin	dholtzstreamlink+0401@gmail.com	No

Check the boxes of all Users you wish to invite to AmpliFund, and click the 'envelope' icon in the top right-hand corner to send all an invitation.

Note: Upon creating a user, they will receive an email invitation from AmpliFund (no-reply@gotomygrants.com) and will be prompted to click on a link to establish their own unique password.