

# Application User Guide

## 2022 Career Scholarships

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

For Program Specific questions (eligible projects, matching requirements, etc.), please see the Application & Program Guidelines.

## NOTE for External Users

If you are an External User applying on behalf of another organization, you need to be added as a user to the applicant organizations account and have 'Applicant Portal Access'. See the "External User Guide" and the "How to Add Users in the Recipient Portal" user guides for more information. You will then toggle to the applicant organization's account. After verifying that you are in the correct account, navigate to the applicant portal.

## How to Apply

1. Click on the link to the 2022 Career Scholarships application provided by the Nebraska Department of Economic Development.
2. Click on the **Apply** button in the top right.

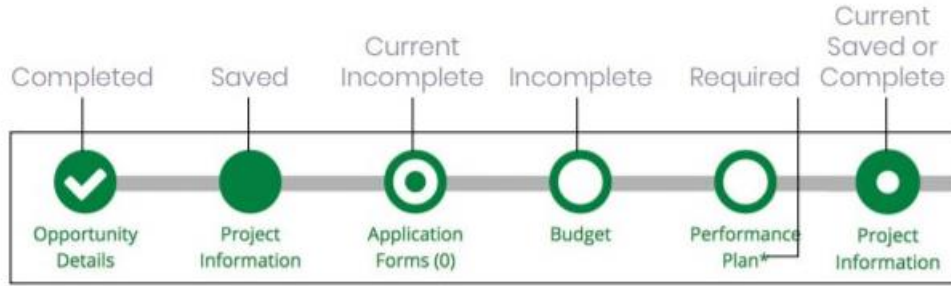


3. You will be brought to a page that asks you to either **Register** or **Log In**.
  - a. If you do not already have an AmpliFund username and password, click **Register**. Please see the 'Registering for the Applicant Portal' user guide here for more information, <http://opportunity.nebraska.gov/amplifund/#application>
  - b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Login**.

**NOTE:** If you chose **Register**, you will be brought back to the program application page upon completing registration. Once again, click the Apply button to begin the application.

The application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar, also known as the timeline. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.

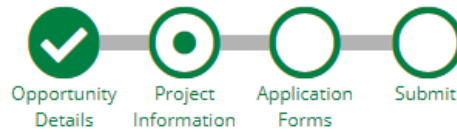
**NOTE:** The Progress Bar below is an example of the different statuses, your application may not include each section.



## 2022 Career Scholarships

### Application Progress Bar (Timeline)

**NOTE:** You do not need to complete the timeline sections in order. However, the Project Information will need to be completed before the Budget.



## Project Information Section

### Application Information

- In the **Application Information** section, enter in your Application Name and Award/Contribution Amounts for the expected project.

### Application Information

Application Name\*  ✔Project Name

**How much are you requesting from the funder?**

Award Requested\*  Grant Funds

Total Award Budget \$100,000.00

### Primary Contact Information

The fields in the **Primary Contact Information** section will auto-fill with the details provided from when you registered. If the Primary Contact person is someone other than yourself, complete the correct Name and details in the required fields (replacing your information with the appropriate contact).

**NOTE:** The Primary Contact Information is the Primary Contact for the Applicant Organization for this application.

\*Fields marked with an asterisk are required

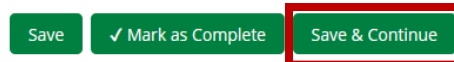
- Enter the first and last name of the Primary Contact person in the **Name** field.

6. Enter the email address of the Primary Contact person in the **Email Address** field.
7. Enter the number and street name in the **Address Line 1** field.
8. Populate the **City, State/Province** and **Postal Code** fields accordingly.
9. Enter the **Phone Number** of the Primary Contact.
10. Once all required fields are populated, please click **Mark as Complete**.



**NOTE:** In order to successfully submit an application, all sections must be marked as Complete

11. To move onto the next part of the application, click **Save and Continue**.



Primary Contact Information

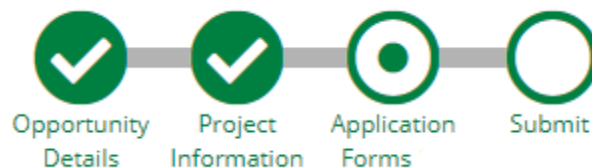
Name*	<input type="text" value="John Doe"/>
Email Address*	<input type="text" value="john.doe@test.com"/>
Address Line 1*	<input type="text" value="123 Main St"/>
Address Line 2	<input type="text"/>
City*	<input type="text" value="Lincoln"/>
State/Province*	<input type="text" value="NE"/>
Postal Code*	<input type="text" value="68505"/>
Phone Number	<input type="text" value="4021234567"/>

### 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.

## Application Forms Section

12. To navigate to the Forms section, click on the **Application Forms** timeline icon at the top.



Forms

Help Download Save & Continue

Name	Status	Print
Part 01:	New	
Part 02:	New	
Part 03:	New	
Part 04:	New	

25 items per page 1 - 4 of 4 items

### Filling Out Forms

- Each form needs to be clicked on, filled in per the instructions supplied on the respective form, and then **Marked as Complete** when finished.
- If you have partially completed an Application Form and wish to save changes and return later, please click the **Save** button on the bottom of the form you are working on.
- **Save & Continue** will move you onto the next section or form.



The 'Status' column indicates the progress of each application form.

Name	Status
Part 01:	Complete
Part 02:	In Progress
Part 03:	New
Part 04:	New

- **New:** Application Form has not yet been clicked on. All forms will appear as 'New' the first time you access the application.
- **In Progress:** Application Form has been partially completed, and Saved.
- **Complete:** All required fields have been entered on an Application Form, and the form has been Marked as Complete.

### Printing Forms

Each form can be printed individually by clicking the 'Print' icon located in the same row of the form.

Name	Status	Print
Part 01:	New	

**NOTE:** Applicants will have the ability to print a completed version of the application in its entirety before and after final submission.

**13. Each Application Form must be "Marked as Complete" in order to successfully submit an application.**

## Eligible to Submit Application:

**NOTE:** The forms in the picture below may not match those in your application.

Forms ✓

Help Download Save & Continue

Name	Status	Print
Part 01:	Complete	
Part 02:	Complete	
Part 03:	Complete	
Part 04:	Complete	

Navigation: 1 (highlighted), 25 items per page, 1 - 4 of 4 items

## Not Eligible to Submit Application:

**NOTE:** The forms in the picture below may not match those in your application.

Forms

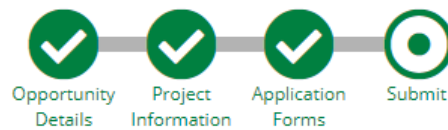
Help Download Save & Continue

Name	Status	Print
Part 01:	Complete	
Part 02:	Complete	
Part 03:	Complete	
Part 04:	In Progress	

Navigation: 1 (highlighted), 25 items per page, 1 - 4 of 4 items

## Submitting your Application

14. When you are ready to submit your application, click on the Submit button on the timeline.

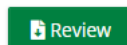


From the Submit page, you will be able to:

- Download your completed application before or after submission.
- Jump to any of the application sections to review your answers by utilizing the timeline at the top of the page.
- Submit your application.

## How to Download and Review your Application

15. Click the green **Review** button to download a PDF of your completed application.



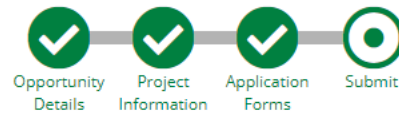
## How to Submit Application

- In order to Submit your application to the Nebraska Department of Economic Development, all sections and application forms must be **Marked as Complete**.
  - You can verify that all sections and application forms have been **Marked as Complete** by referencing the timeline at the top of page and ensuring there is a check in each section.
    - **NOTE:** *Whatever section you are in (like the 'Submit Section'), will have a circle, not a checkmark.*
16. When all sections have been **Marked as Complete**, submit your application by clicking on the green **Submit** button.



## Eligible to Submit Application:

Application Name



You are about to submit your application, **Test Application**, to **Nebraska Department of Economic Development**.

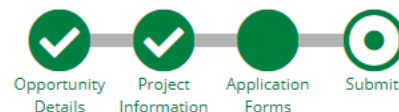
Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.



## Not Eligible to Submit Application:

17. If you have application forms or sections that have not been Marked as Complete, you will be unable to click the submit button and submit your application.
18. A message will appear on this page in red, notifying you of any uncompleted forms or sections



You are about to submit your application, **Test Application**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms that are either "New" or "In Progress" for this application!



## Successful Submission

19. Once you have successfully submitted your application, a success message will appear on your screen and the Primary Contact Email Address (entered on the Project Information section) will receive an email notifying of the date and time of the submission, 'Application Submit Success Notification'.
  - a. The Application Preparer will receive the 'Application Status Change Notification' automated responses.
20. The Application Status (e.g. Submitted, Unsubmitted, Approved, Rejected) can be checked by the Application Preparer by logging into the Applicant Portal at <https://ne.amplifund.com>.
21. Once submitted, no changes can be made to the application, but it can be accessed and viewed at any time by logging back into the Applicant Portal at <https://ne.amplifund.com>.

### Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

