# Applicant Portal Instructions

The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. Alternatively, users may have received an email invitation from another user in their organization. Once you register, you will be able to access the opportunity.

1. Use the opportunity link provided by Idaho State Historical Society.

2. Click **Apply** to the right of the opportunity name.
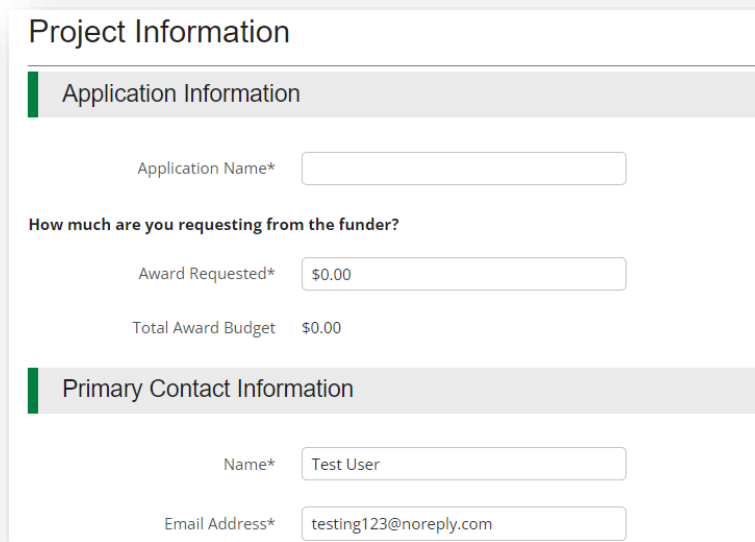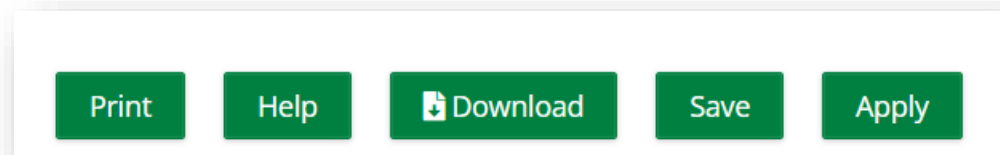
   

3. On the login screen, click **Register**.
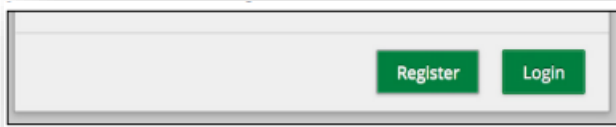
   

4. On the Create New Account page, add your user information, contact information, and organization information. All required fields are noted with an asterisk (*).

5. Click Register.     

6. Click to **I Accept** to accept AmpliFund's terms and conditions.

7. Once completed you will be taken back to the opportunity page, click **Apply** again.
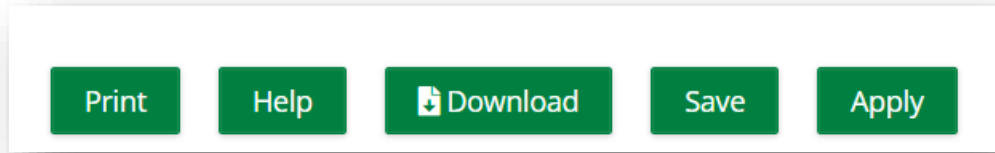


8. Fill in the project information page with your Application Name, requested amount and any additional Primary Contact information that did not prefill in from your account creation.



**Please Note:** The Award Requested field is required by AmpliFund. For the Oral History Initiative, please enter $.01 as the requested amount, no funding will actually be awarded for this program.

9. Once all required fields are filled in *(marked with *)* click Mark as Complete and then Save & Continue
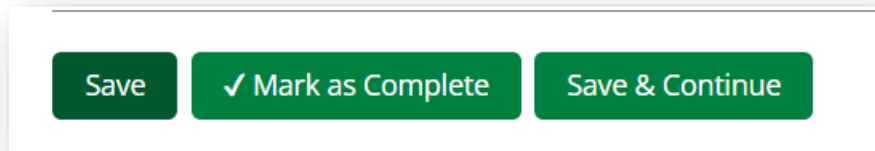


**Please note:** You can always **hit Save or Save & Continue** to complete later. All sections must be marked as complete before submitting your application.

10. Click on the **application form name** to complete, all forms must be completed prior to submission.



11. Within each form the required fields will be marked with an asterisk (*). You will have the ability to **save, save & continue** and/or **mark as complete.**

12. Once all the forms are complete you can now fill in your budget, if applicable. To add a line item to the budget, click the **plus sign** next to the category.

13. Within the 'New Line Item' module, fill in the necessary information. You will be able to choose from personnel, non-personnel, and direct cost calculation for the line-item type.



**Please note:** Personnel cannot be paid out of the America250 funds. If you choose to utilize match funds for personnel pay, then ensure that the line item is marked as "personnel", and the non-grant funded field is changed to "yes."

14. Once all required fields are filled in within the New Line-Item module, hit **Create**.
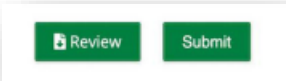


**Please note:** The total budgeted amount must match your total requested amount. A budget template may not be required for all programs.

15. Once your budget has been filled in, click **mark as complete** and/or **save & continue**.



16. Once all sections of your application have been completed hit **submit**.

**Please note:** you can confirm your progress by monitoring the status bar across the top of the application, all required sections must have a green check mark before submitting your application.