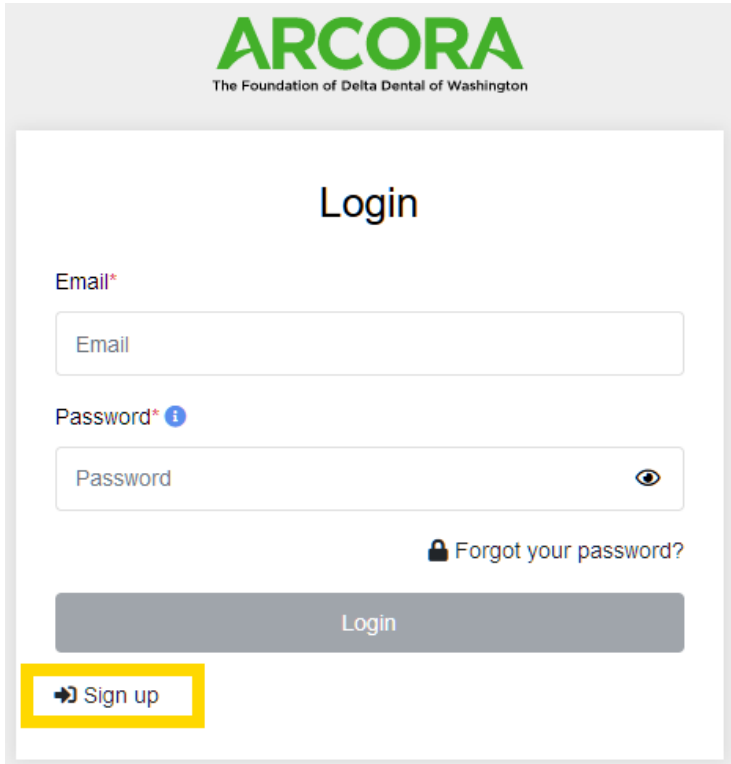


Quick Start Instructions for Grant Application Login

1. Signing up, matching or creating account


To create an account, click sign-up




ARCORA
The Foundation of Delta Dental of Washington


Login

Email*

Password* 

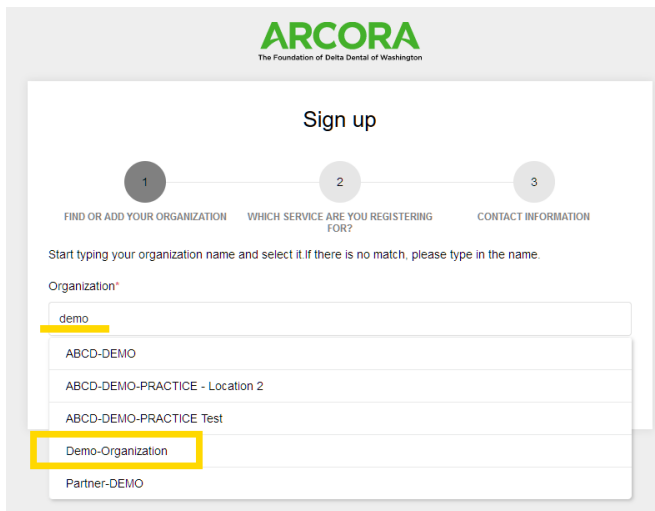
 [Forgot your password?](#)

Login

 Sign up

2. Matching or creating account

Start typing in your organization name, select if you find a match. If no match, type your entire organization name.



ARCORA
The Foundation of Delta Dental of Washington

Sign up

1 2 3

FIND OR ADD YOUR ORGANIZATION WHICH SERVICE ARE YOU REGISTERING FOR? CONTACT INFORMATION

Start typing your organization name and select it if there is no match, please type in the name.

Organization*

demo

ABCD-DEMO

ABCD-DEMO-PRACTICE - Location 2

ABCD-DEMO-PRACTICE Test

Demo-Organization

Partner-DEMO

3. Click Next

The screenshot shows the 'Sign up' page with a progress indicator at the top. Step 1, 'FIND OR ADD YOUR ORGANIZATION', is highlighted with a green circle. Below the progress indicator, the text reads: 'Start typing your organization name and select it. If there is no match, please type in the name.' A text input field labeled 'Organization*' contains the text 'Demo-Organization'. A green 'Next' button is highlighted with a yellow box. A 'Login' link is visible at the bottom right.

4. Select the Grant Application service


The screenshot shows the 'Sign up' page with a progress indicator at the top. Step 2, 'WHICH SERVICE ARE YOU REGISTERING FOR?', is highlighted with a green circle. Below the progress indicator, the text reads: 'Service*'. A dropdown menu is open, showing the following options: 'Select service', 'Select service', 'Brochure Order', 'Grant Application', and 'Training Or Event'. The 'Grant Application' option is highlighted with a yellow box. A 'Login' link is visible at the bottom right.

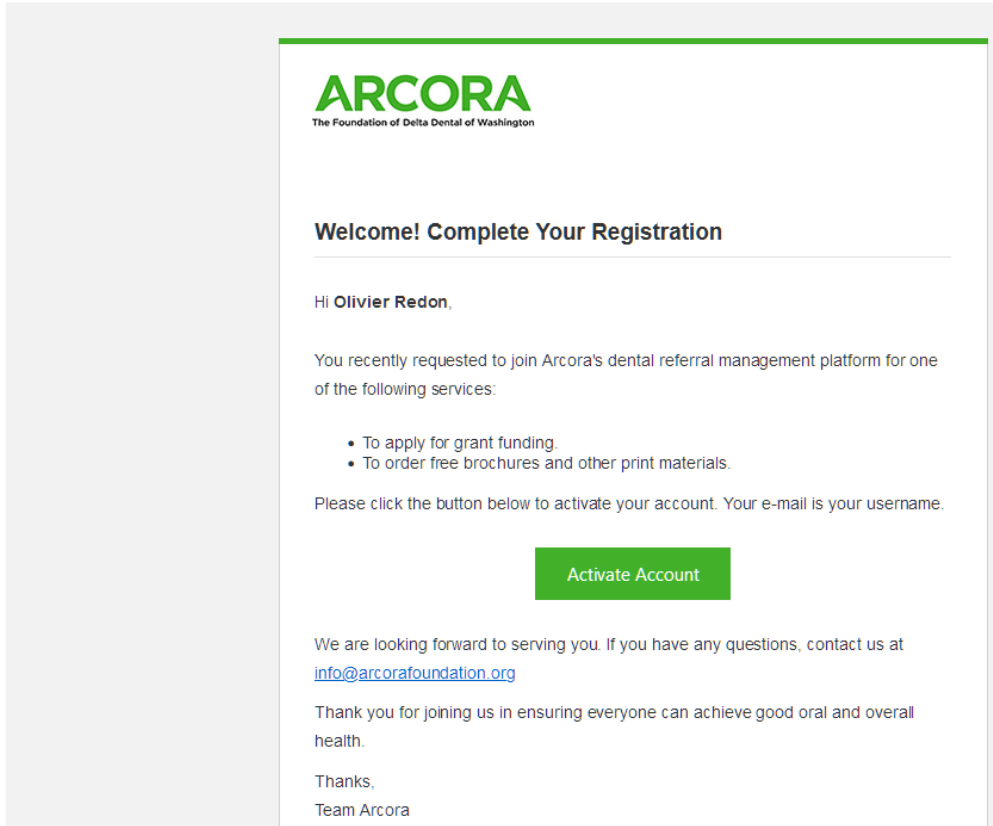
5. Add contact information and the reCAPTCHA before clicking on "Sign up"

The screenshot shows the 'Sign up' page with a progress indicator at the top. Step 3, 'CONTACT INFORMATION', is highlighted with a green circle. Below the progress indicator, there is a 'Back' button. The form contains the following fields: 'Organization*' (Demo-Organization), 'Service*' (Grant Application), 'First name*' (John), 'Last name*' (Doe), 'Email address*' (jdoe@test.com), 'Confirm Email address*' (jdoe@test.com), and 'Contact number' ((206) 555-5555). A reCAPTCHA widget is visible, showing a green checkmark and the text 'I'm not a robot'. A green 'Sign up' button is highlighted with a yellow box. A 'Login' link is visible at the bottom right.

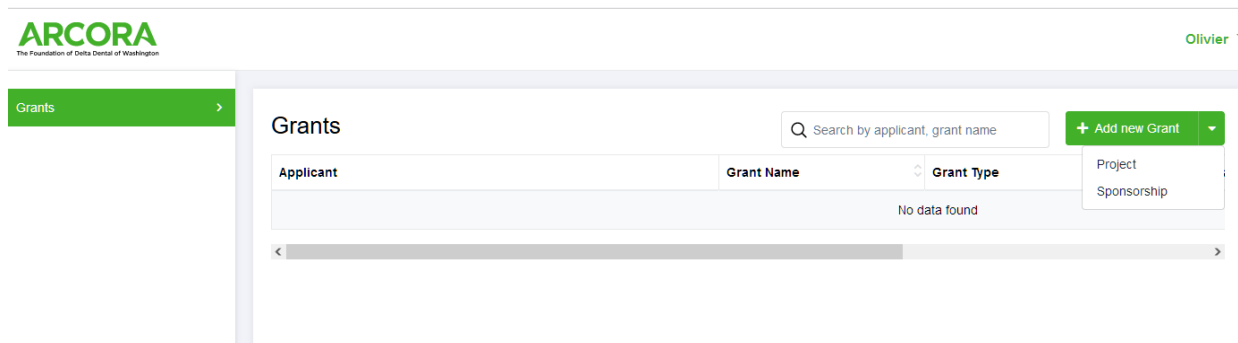
6. A confirmation message is displayed, and activation email sent to the applicant

Complete your Arcora Foundation registration

 Arcora <info@arcorafoundation.org>
To: olivier@redon.us



7. Select add new grant and under the dropdown select "Project"



8. (1.) Answer all the questions on the application, (2.) Upload ACH form, w-9 and budget spreadsheet found under the additional links on <https://arcorafoundation.org/grants/new-opportunities-grant-application/> (3.) If you would like a copy of your submission, click the “Send me a copy of my responses”. (4.) Hit Submit. You will be able to log back in and edit your application until 12/2 at 5:00 p.m.

The screenshot shows the 'New Grant' application form in the ARCORA system. The form is divided into two main sections: 'Applicant Information' and 'Project Information'. The 'Applicant Information' section includes fields for 'Applicant name' (Heather Knaplund), 'Executive Director/CEO' (Select Executive Director/CEO), 'Enter grant agreement signer, if different from Executive Director/CEO' (Select grant agreement signer), 'Organization Mission', 'Board and Staff Diversity', and 'Grant Purpose'. The 'Project Information' section includes fields for 'Project name', 'Project Category', 'Please describe the project, including specific goals', 'Amount Requested', 'Project Population', 'Geographic Location', 'Project Timeline', and 'Other Information?'. A 'Send me a copy of my responses' checkbox is located below the 'Other Information?' field. Below the 'Project Information' section is an 'Upload File' area with a dashed green border and a download icon. The text in the 'Upload File' area reads: 'Drag and drop file here or [Browse](#). Please upload your budget and support information and your organization w-9 and ACH form here.' At the bottom right of the form are 'Submit' and 'Cancel' buttons. Red arrows and numbers 1 through 4 indicate the following steps: 1. points to the 'Grant Purpose' field; 2. points to the 'Upload File' area; 3. points to the 'Send me a copy of my responses' checkbox; 4. points to the 'Submit' button.

Please reach out to Heather Knaplund with questions, hknaplund@arcorafoundation.org