

## 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\*

- 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 three steps: 1. FIND OR ADD YOUR ORGANIZATION, 2. WHICH SERVICE ARE YOU REGISTERING FOR?, and 3. CONTACT INFORMATION. Step 1 is highlighted with a green circle. Below the steps, there is a text input field for 'Organization\*' containing '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 step 2 highlighted. A dropdown menu for 'Service\*' is open, showing options: 'Select service', 'Brochure Order', 'Grant Application' (highlighted with a yellow box), and 'Training Or Event'. A mouse cursor is pointing at the 'Grant Application' option. The 'Next' button from the previous step is still visible.

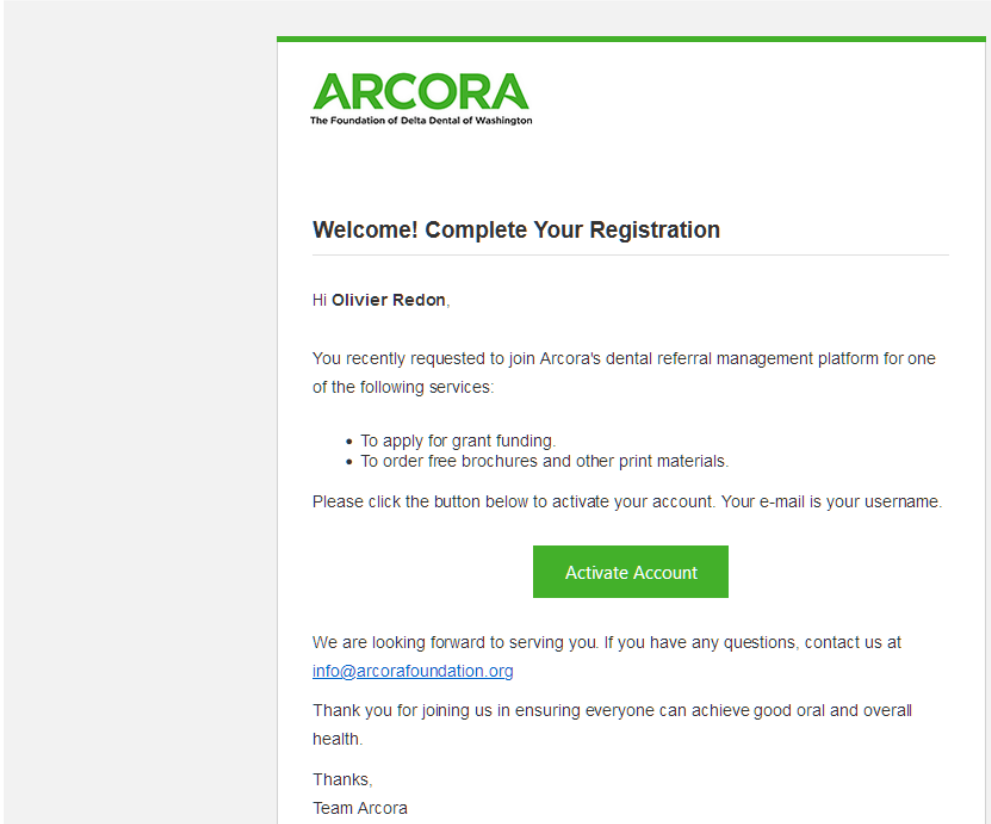
### 5. Add contact information and the reCAPTCHA before clicking on "Sign up"

The screenshot shows the 'Sign up' page with step 3 highlighted. The 'Organization\*' field contains 'Demo-Organization' and the 'Service\*' field contains 'Grant Application'. There are input fields for 'First name\*' (John), 'Last name\*' (Doe), 'Email address\*' (jdoe@test.com), and 'Confirm Email address\*' (jdoe@test.com). A 'Contact number' field contains '(206) 555-5555'. A reCAPTCHA widget is visible with a green checkmark and the text 'I'm not a robot'. A green 'Sign up' button is highlighted with a yellow box. A 'Back' button is located above the 'Service\*' field. A 'Login' link is at the bottom right.

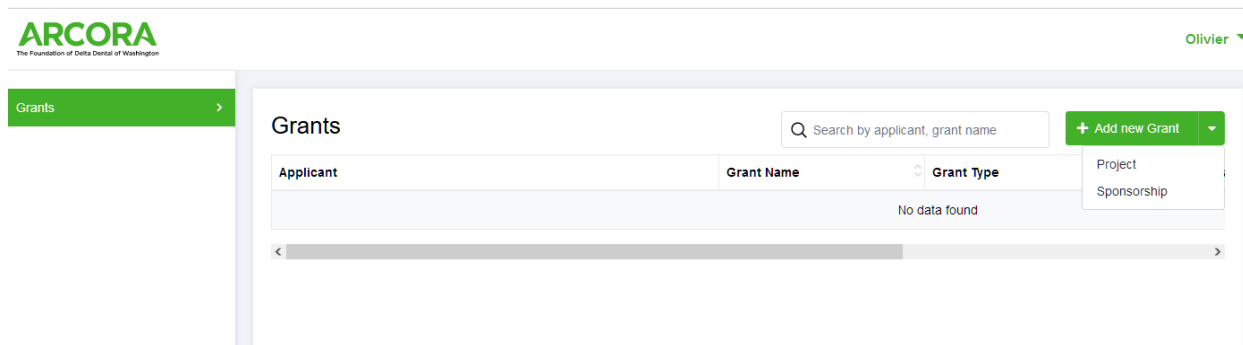
## 6. A confirmation message is displayed, and activation email sent to the applicant

### 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 project budget and timeline spreadsheet found under the additional links on [2023 Project Grants Page](#) (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 11/29 at 5:00 p.m. PST

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. At the bottom of the form, there is an 'Upload File' section with a dashed green border and a download icon. Below this section are 'Submit' and 'Cancel' buttons. Red arrows with numbers 1 through 4 point to specific elements: 1 points to the 'Grant Purpose' field, 2 points to the 'Upload File' section, 3 points to the 'Send me a copy of my responses' checkbox, and 4 points to the 'Submit' button.

If you have problems with account set-up or other technical issues, please email, [arcora-it@arcorafoundation.org](mailto:arcora-it@arcorafoundation.org).