



Fiscal 2011 Cultural Development Fund
DEADLINE: JULY 19, 2010

USING THE ONLINE RENEWAL FORM

Users: An organization may have multiple users but only one person may log into the Renewal form at a time.

Password/Login Authorization: Once your organization has been enrolled in the system and received a password, you can return to the Welcome page and use your Organization ID and password to log in to the Renewal form at any time during the year. **Please note that your password is case-sensitive and cannot be modified.** Only one user per organization can be logged into the form at a time. Users can enter data and update information over time by saving changes and logging out of the system. Users should exit the system by clicking LOGOUT in the upper right corner of the screen. If the online form is open but inactive, the system will automatically log the user out after twenty minutes and any information not saved will be lost.

Navigation: After enrolling and logging into the system, users will be able to move through and complete the sections of the Renewal form in any order. To move from section to section, users can click on the links on the sidebar or click on the arrows at the bottom right of each page.

Saving: Remember to save frequently. The user must click the SAVE button, the navigational arrows at the bottom right of each page, or the sidebar to the left in order to save the information entered on that page. Unsaved information will be lost.

Time Out: A user will automatically be logged out of the system after twenty minutes of inactivity. To keep the form active, you must click the SAVE button, the arrows at the bottom right of the page, or the sidebar. Entering text without saving will not keep the form active – you must click on one of the areas indicated above. A pop-up message will alert the user five minutes before the session automatically expires.

Help: Help buttons are available throughout the Renewal. Access the help text by clicking on the question mark button to the left of the field.

Required Fields: Every required field in the online form must be completed in order for your Renewal to be accepted electronically. Please follow the specific instructions preceding each section. Do not leave boxes blank; if an item does not pertain to your organization insert "0" or "N/A" as appropriate. Some questions are required based on previous answers; if a response is not required, it will be gray and you will not be able to enter information. The form will allow only a certain number of characters for each response and will not format numbers where entered (i.e., "1000" will not appear as "1,000"). Do not include commas when entering numbers. Character limits are indicated on the online Renewal form for fields greater than 150 characters in length.

Completeness: When a section of the form is successfully completed a check will appear in the corresponding box in the sidebar. You will be unable to submit the online form unless every section is complete, so use this as a guide.

Submitting: In order to submit the form, every section must be completed, the Renewal must be reviewed, and an authorized signatory must certify that the information is correct and complete. The system will reject incomplete submissions and error message(s) will indicate any issues preventing submission. The Print Preview will indicate missing fields in red.