

## REGISTRATION INFORMATION

In September 2010, the Department of Cultural Affairs revised the way cultural organizations log-in to the Cultural Development Fund online application. All users, including organizations previously enrolled, must now register in the enhanced system to access previous submissions, and to submit applications in upcoming funding cycles. Part of the enhanced system is the ability to invite multiple users to register for access to an organization's account, and each user can choose his/her own password.

### HOW TO ACCESS THE ONLINE APPLICATION

The following information is intended to help individuals (or "users") register online accounts with the Department of Cultural Affairs. All registered users will have the ability to update personal contact information, view previously submitted online applications, and create, edit and submit future applications to the Cultural Development Fund. Please read the information below for details on how to register and manage an account for your cultural organization.

### USER ROLES

There are two types of users who can register for an online account: a Primary User and a Delegate User. The first individual who registers will automatically become the Primary User for your organization, so please **consider the roles below before deciding who at your organization will sign up** for the account. Once registered, the Primary User may invite up to four other individuals as "Delegate Users" who will also have access the organization's account.

- **Primary User:** The first person from your organization who signs up for an online account will automatically be designated the Primary User. This user should be the person at your organization who is responsible for managing your Cultural Development Fund application(s). Along with the Executive Director, the Primary User will be the main contact for agency updates and correspondence. In addition to having the ability to access an organization's online application(s), this user will also have the ability to invite up to four (4) Delegate Users from the organization who will have access to view, create, edit and/or submit applications. Only the Primary User, however, has the ability to invite or remove Delegate Users. The Primary User should also be in the individual responsible for submitting your online application.
- **Delegate User:** A Delegate User must be invited by your organization's Primary User to register for an online account; each organization may have up to four (4) delegates. Once registered, Delegate Users have the ability to access to view, create, edit and/or submit application(s).

### REGISTERING YOUR ONLINE ACCOUNT

- **Choose your Primary User:** Consider the roles above when deciding who at your organization will be the Primary User.
- **Provide a Valid Email Address:** First, your organization's Primary User will be asked to provide a valid email address. Once an address has been entered, the Primary User will be sent a confirmation email. *Note: an email address can only be associated with one organization. If you are an individual working with multiple organizations, you will need to provide a unique email address for each organization.*

- **Create a Password:** the Primary User will be asked to choose his/her password. Enter a password that you will be able to remember, but keep in mind it must be at least eight characters long and contain at least one number or symbol.
- **Log In and Enter Organization's EIN:** Once the user has created a password, s/he will be sent a confirmation email containing a link to our Log-In page. Primary Users will also be asked to enter the organization's Federal Employee Identification number (EIN) to complete the registration process.
- **Invite Delegate Users:** Primary Users should invite between two (2) and four (4) Delegate Users who will also have access to the organization's application(s). Enter the email addresses and the first and last names of the Delegate Users who will have grant access to your organization's account. An automatic email will be sent to each of these users asking them to create passwords at the Department of Cultural Affairs' webpage. S/he will be directed to register and, once registered, can access the organization's account. Once a Primary User has invited other users access their organization's account, those users will have 72 hours to complete the registration process.

## MANAGING YOUR ONLINE ACCOUNT

- **Contact Information:** The Primary User should manage the organization's users and contact information via the "Edit Account Profile" page. The Agency will use this contact information to inform your organization of important announcements and deadlines, so please be sure to keep this information current throughout the year. As always, contact your Program Specialist directly with major administrative changes in your organization.
- **Manage Users:** In the "Edit Account Profile" page, Primary Users can respond to staff changes within your organization by editing user roles throughout the year: s/her can invite new users (up to four delegates), delete current users, and/or appoint a new Primary User.