



REGISTRATION GUIDE FOR CDF APPLICANTS

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GENERAL GUIDELINES

These general guidelines were created to provide basic instructions for the Department of Cultural Affairs (DCLA) online account registration process. Please read the guidelines and follow the step-by-step instructions when you are ready to register your organization or begin the application process. Also, please note, the DCLA portal does not accept special characters. This includes the ampersand, pound sign and other symbols.

NYC ID

A DCLA Organization Account is required to apply for support from the Cultural Development Fund (CDF). All new or returning account users must log into the DCLA portal with a registered NYC ID (email address). Organization representatives must first register their NYC ID, then they can establish an online DCLA Account for the organization. If you have already registered your NYC ID, please log into your DCLA account and ensure that your contact information is current.

The NYC ID is a citywide identification system for individuals and must be kept secure. Do not share your password or user information with anyone else, including others at your organization. To avoid comprising your individual NYC ID, follow the instructions in this document carefully when you update existing information.

Please note that NYC ID email addresses cannot be affiliated with more than one organization. We recommend that you use an email address supported by your organization's domain name. If you use a personal email address to register, it can only be affiliated with one organization.

GENERAL GUIDELINES

ACCOUNT USERS

Each Organization Account must designate one NYC ID as the Primary User, and up to nine Delegate Users. The NYC IDs must be affiliated with your Organization Account to access your CDF application.

The Primary User should be the person at your organization who is responsible for managing your interaction with the Department of Cultural Affairs; this may be the Executive Director, a different staff member, or a contractor. The Primary User and the Executive Director will be the main contacts for agency updates and correspondence. For new organizations, the first user to log in becomes the Primary User, but this designation can be changed at any time. In addition to having access to an organization's online application(s), the Primary User can invite up to nine Delegate Users from the organization who can also access to view, create, edit and/or submit online documents. However, only the Primary User can invite or remove Delegate Users. This system is designed to be user managed. Also, DCLA uses the contacts listed in the portal to communicate with organizations throughout the year. Therefore, **it is extremely critical that you keep current contact information in in your Organization Account.**

GENERAL GUIDELINES

SUMMARY

- All users, new and returning, must log in using a registered NYC ID (email address) via the DCLA Account page.
- You cannot associate your NYC ID with multiple DCLA accounts.
- The DCLA account will be managed by a Primary User who can designate up to nine Delegate Users.
- **Always** keep the contact information in your DCLA Account current.
- The DCLA portal does not accept special characters. This includes the ampersand, pound sign and other symbols.
- Be sure not to re-enroll your organization. When registering for a CDF account, only organizations which are new to this system or have not applied before should see a prompt to enter their EIN/Tax ID number. If you do see that prompt and your organization has applied or been funded before, please contact your program officer or the Programs Unit Help Desk, cdfhelpdesk@culture.nyc.gov.

The following instructions provide detailed guidance for the registration and enrollment process. If you have questions or technical difficulties, please contact your program officer or the Programs Unit Help Desk by emailing cdfhelpdesk@culture.nyc.gov.



Applicant User Guide

Operational Roles



- **NYC ID integration: Account Setup and Login**
- **Create a New Organization**
- **Add a Delegate Users**
- **CDF Grants: Application Submission**

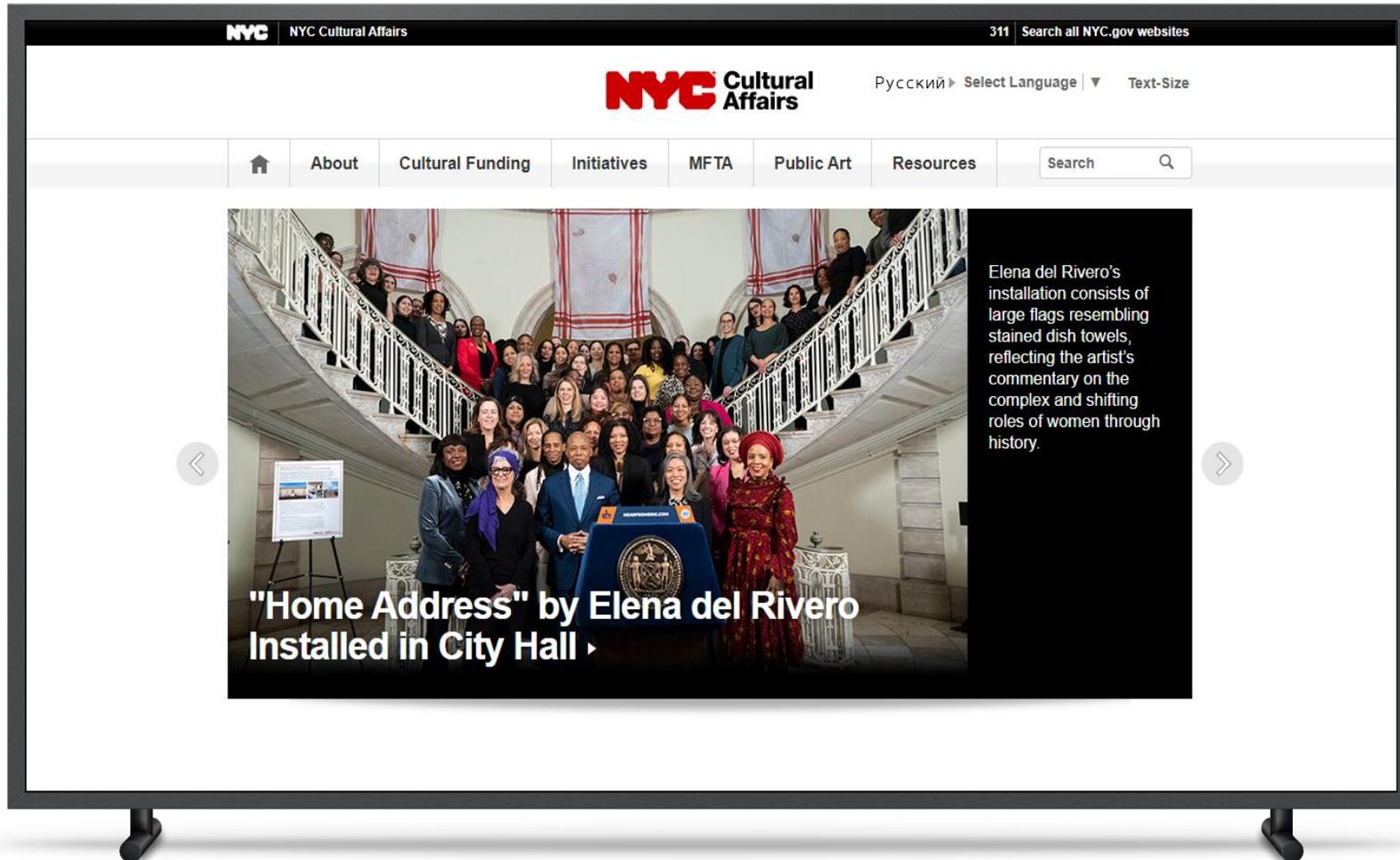
- **NYC ID integration: Account Setup and Login**
- **CDF Grants: Application Submission**

Create a New Organization

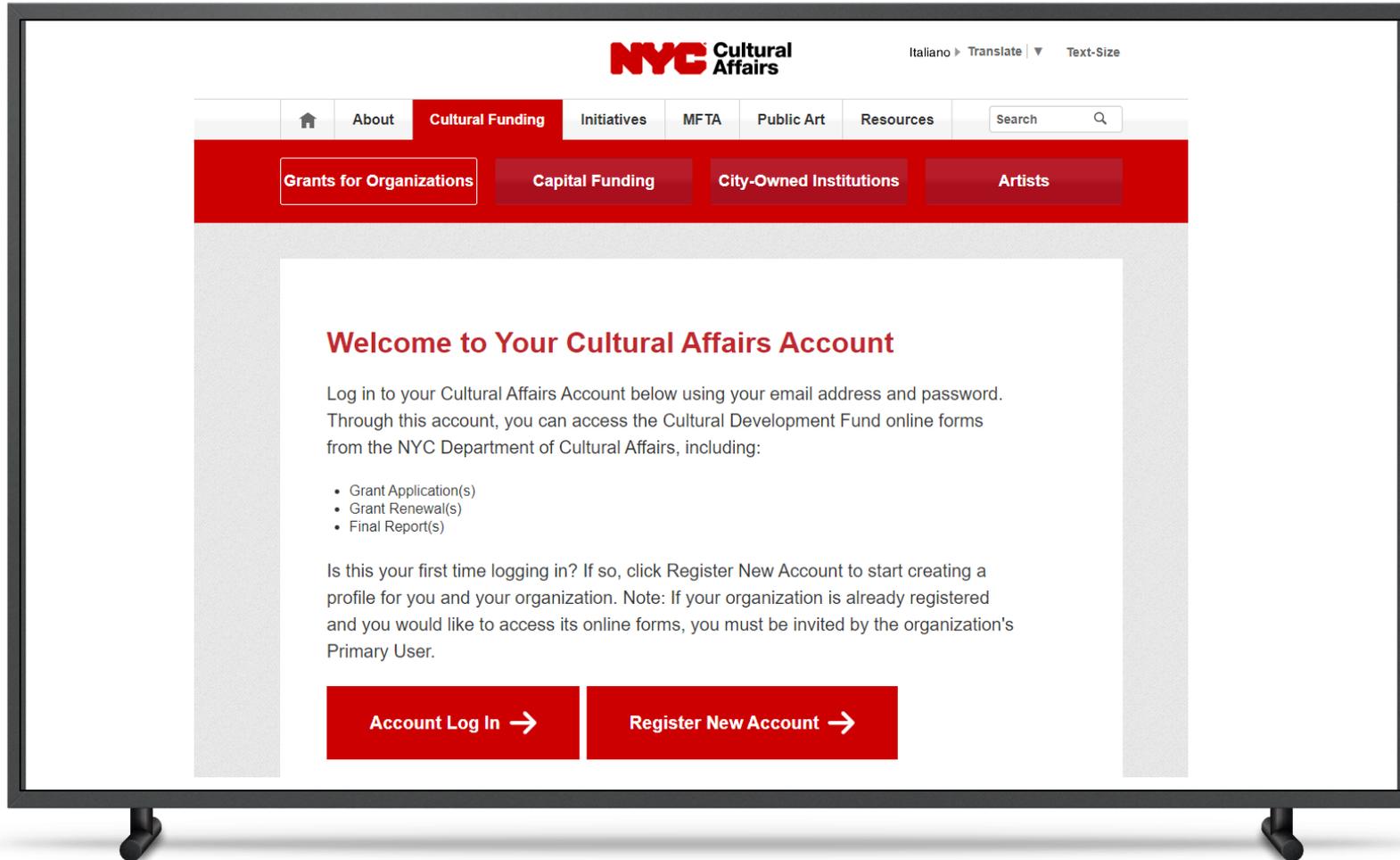
Create a New Organization

Instructions

- To begin registration, click the “**Cultural Funding**” tab, and the “**Grants for Organizations**” subtab.
- Next, go to the “**About CDF/Registration**” tab of the DCLA Programs website.
- Scroll down and click the words “**Register or Log In to an Account**” at the bottom of the page.



Create a New Organization



Instructions

You will land on “Welcome to Your Cultural Affairs Account” page.

- Click “Register New Account.”

Create a New Organization

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The Official Website of the City of New York

NYC

Login

Email Address or Username *

Password *

Login

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

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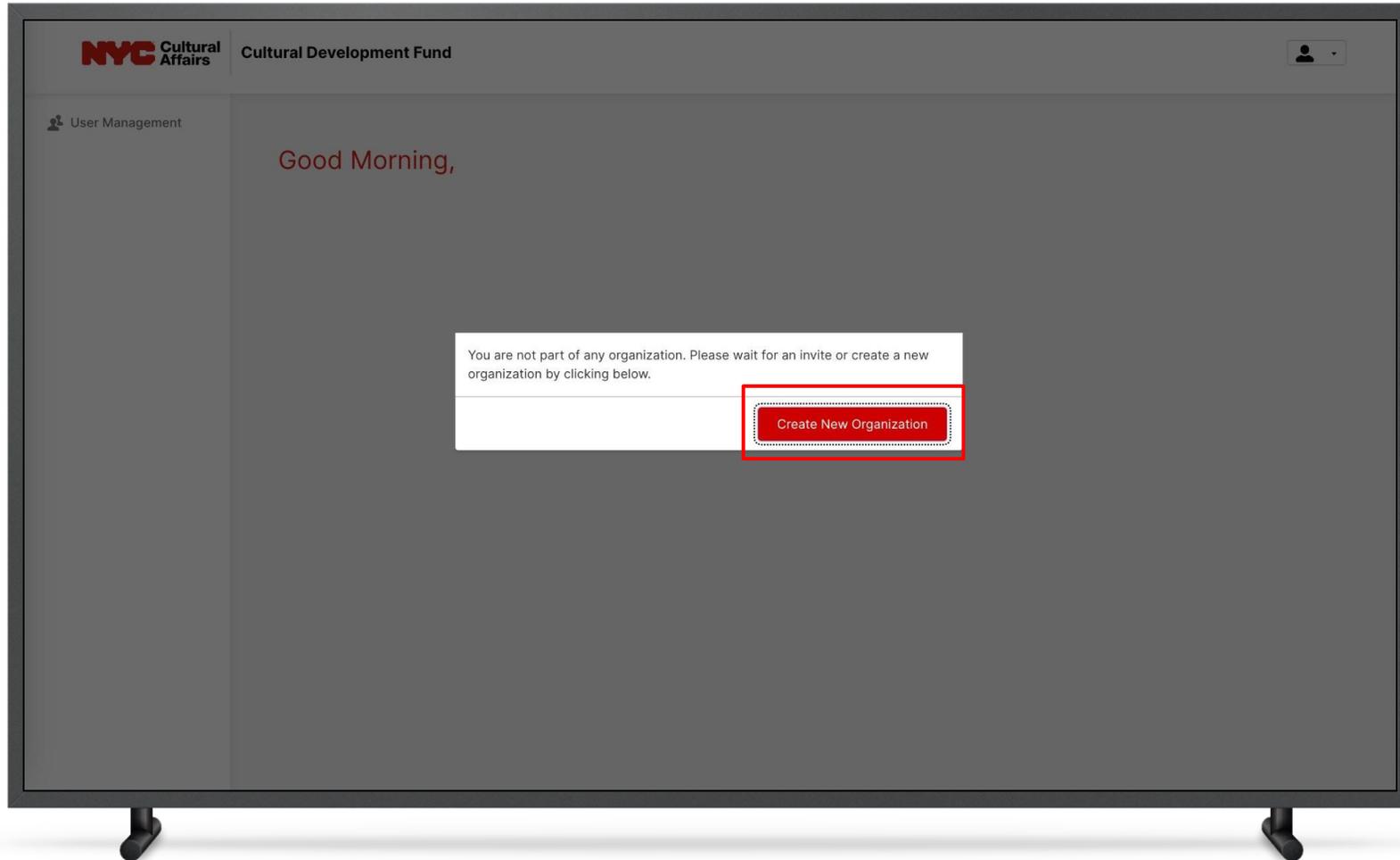
Instructions

- Enter your NYC ID **Email Address** and **Password**. (If you do not have an NYC ID, go to page 31 for further instructions.)
- Click **Login**.
- After successfully logging in, you are directed to the DCLA Portal, where you will see a pop-up prompting you to create a new organization.

Key Points

- If your NYC ID is already affiliated with an organization in the DCLA system, you will automatically be taken to that organization's dashboard.

Create a New Organization



Instructions

When the primary user accesses the Applicant portal. A new window, for creating a new organization, appears on the screen.

- Click the **Create New Organization** button.

Create a New Organization

Error
The Organization you have entered already exists in our system. If you feel this is incorrect please contact the Programs Unit at cdhelpdesk@culture.nyc.gov or your Programs Officer to receive assistance with logging in.

< Dashboard My Profile

Profile Details Organization Details

Organization Details

* Required field

* EIN
25-454548 Search EIN

* Organization Name
Organization Name

Phone Number
Phone Number

* Organization Street Address
Organization Street Address

Organization State
NY

AKA
AKA

Website Organization Address
Website Organization Address

* Organization City
Organization City

* Organization Zip Code
Organization Zip Code

Cancel Create New Organization

Instructions

- Enter your organization's EIN and click the **Search EIN** button; if an organization with the entered EIN number already exists in the DCLA system, an error warning appears on the screen.
- If no organization with the entered EIN number exists, a success message shows on the screen, and you will be prompted to fill out the remaining information.

Key Points

- If your Organization already exists in our system, and you are not linked to its DCLA account, the Primary User must add you as a delegate user. See page 17 for instructions.

Create a New Organization

NYC Cultural Affairs Cultural Development Fund

Deepanshu Jain UserDeepanshu

< Dashboard My Profile

Profile Details Organization Details

Organization Details

* Required field

* EIN
12-3567898 Search EIN

* Organization Name
Test Organization Labs

AKA
TL

Phone Number
(986) 547-6543

Website Organization Address
www.testlabs.com

* Organization Street Address
134

* Organization City
New York

Organization State
NY

* Organization Zip Code
12323

Cancel Create New Organization

Instructions

- Fill in all the required information in the **Organization Details** tab.
- Populate the appropriate **EIN, Organization Name, Phone Number, Website Organization Address, Organization Street Address, Organization City, State, & Zip Code.**
- Click the **Create New Organization.**

Key Points

The field names with a red asterisk (*) are mandatory.

Once you save your Organization Details by clicking "Create New Organization" the fields become read-only and cannot be edited.

Create a New Organization

NYC Cultural Affairs | Cultural Development Fund

Deepanshu Jain UserDeepanshu

< Dashboard My Profile

Profile Details Organization Details

Deepanshu Jain UserDeepanshu
Primary User

Personal Information

* Required field

* Salutation First Name

Middle Initial Last Name

Suffix * Job Title

Lead

Contact Information

Email Address * Work Telephone

Ext. Fax

Enter Extension Enter Fax

Save

Edit Name

Instructions

You will land on the on the Profile Details tab, please:

- Fill in all the required **Personal Information** and **Contact Information**.
- Click **Edit Name**, if you would like to update the pre-populated name field. You will be taken to a separate page to do so.

Key Points

- If you would like to add/update the user's photo, click the pencil icon on the profile to upload an image.
- Be sure to update the required fields and click **"Save"** on this page. Once you click **"Save,"** the system will bring you to the home page where you will see your dashboard. When you arrive at the Home page dashboard you will be able to start the application

Create a New Organization

NYC Cultural Affairs Cultural Development Fund

Success Profile details has been successfully updated.

Deepanshu Jain UserDeepanshu Jr

< Dashboard My Profile

Profile Details Organization Details

Deepanshu Jain UserDeepanshu Jr Primary User

Personal Information

* Required field

* Salutation: Mr. First Name: Last Name: Jain

Middle Initial: Suffix: Jr * Job Title: Lead

Contact Information

Email Address: Work Telephone: Ext. (Enter Extension): Fax (Enter Fax)

Save

Instructions

Profile information has been successfully updated.

- Click the **Dashboard** to navigate to the Grants Management page.

Key Points

- This information will be used by DCLA to contact your organization and **it is critical that it is always current.**
- Note that the portal does not accept special characters, such as ampersands (&).

Add a Delegate User

User Management: Add a Delegate User

NYC Cultural Affairs Cultural Development Fund

Deepanshu Jain UserDeepanshu Jr

Dashboard

User Management

Historical Downloads

Good Morning, Deepanshu Jain UserDeepanshu Jr

Test Organization Labs

List of Members

NAME	EMAIL	ROLE	PHONE NUMBER	TITLE	STATUS	ACTION
Deepanshu		Primary		Lead	Active	Edit

Add New Member

Instructions

- Navigate to the **User Management** tab on the left panel to view the list of Active members.
- To add a new delegate user, click the **Add New Member** button.

Key Points

- To access the DCLA portal **delegate users must be invited by the Primary User.**
- A maximum of **nine** delegate members can be added to an account.

User Management: Add a Delegate User

NYC Cultural Affairs Cultural Development Fund

Deepanshu Jain UserDeepanshu Jr

Dashboard

User Management

Historical Downloads

Add Member Details

* required field

Search For An Existing Member

* Last Name * Email

Search

OR

Enter A New Member Details

First Name * Last Name

* Email Phone Number

* Role Title

Delegate User Test Lead

Executive Director

Add

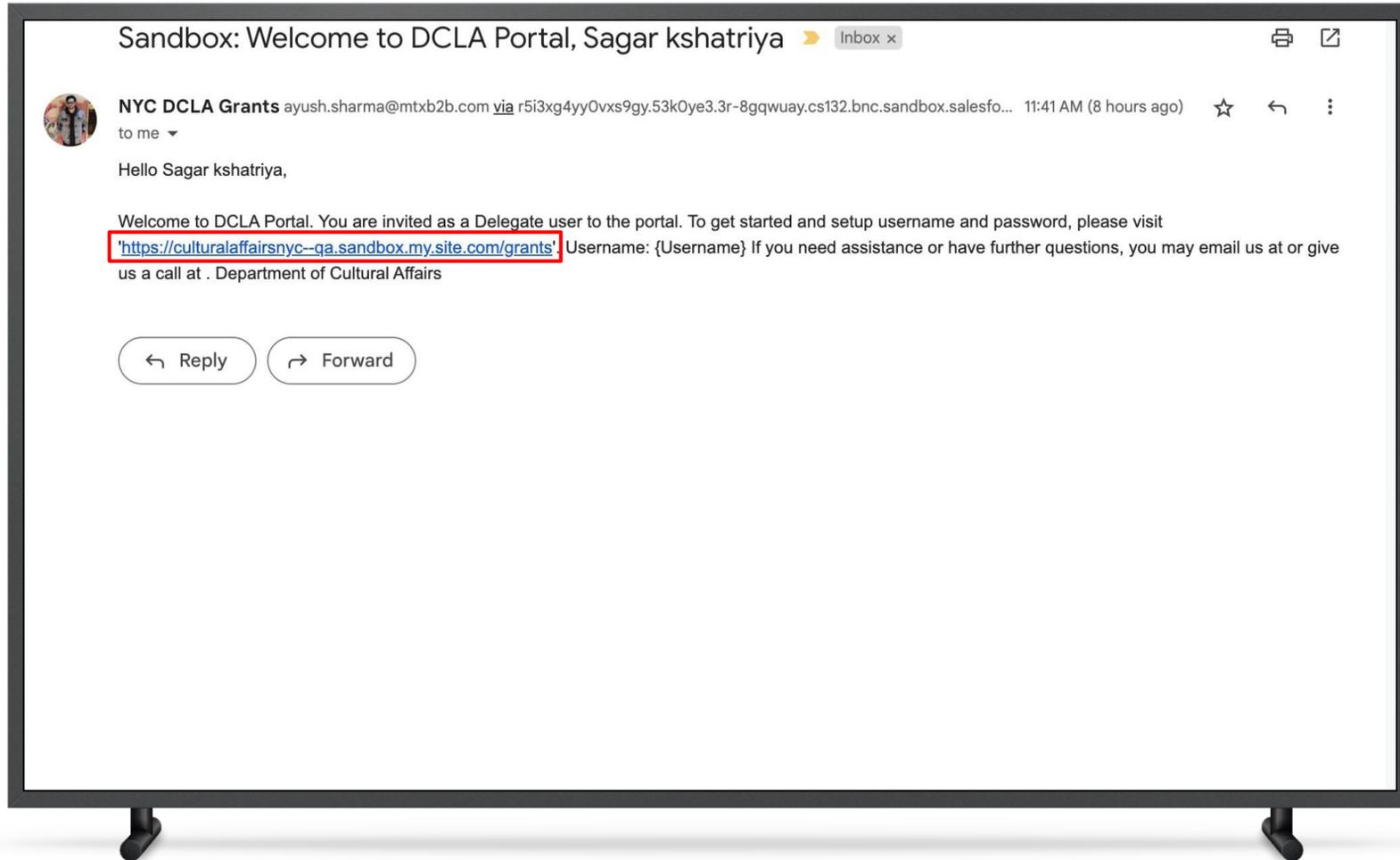
Instructions

- Enter the correct details of a new member.
- By checking the **Executive Director** check box you can mark a user as an executive director.
- Click **Add**.

Key Points

- Only two users can hold the position of executive director.
- You **MUST** identify at least one Executive Director. This field will pre-populate in the application.

User Management: Add a Delegate User



Instructions

- The new delegate user will receive an email with guidance on how to get started and set up their account.
- Click the **link** from the email you received.

Delegate User: Account Setup

NYC | NYC.ID

The Official Website of the City of New York

NYC

Login

Email Address or Username *

Password *

Login

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

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Instructions

- If you already have an account associated with NYC ID, log in using the correct information.
- If you do not have a NYC ID account, you will need to create one. Go to page 31 for instructions on how to do this.
- The new delegate user will be brought to the account page in the portal.

Edit Users

Edit Users: Change a Delegate User to Primary User

The screenshot shows the NYC Cultural Affairs User Management interface. The user is logged in as Deepanshu Jain UserDeepanshu Jr. The page displays a greeting and a list of members for the 'Test Organization Labs'. The 'List of Members' table has the following data:

NAME	EMAIL	ROLE	PHONE NUMBER	TITLE	STATUS	ACTION
Deepanshu		Primary		Lead	Active	Edit
Kimmy G		Delegate		Tech	Active	Edit Deactivate
Sagar		Delegate		Test Lead	Active	Edit Deactivate

A red box highlights the 'Edit | Deactivate' action for the 'Kimmy G' user, with a red arrow pointing to the 'Edit' link.

Instructions

Choose **Edit** on the record to change any of the delegate information.

Key Points

- Accounts can only have one Primary User.
- Only the Primary User can upgrade a delegate to Primary User. The initial Primary User will lose Primary User privileges once they save and log out.

Edit Users: Change a Delegate User to Primary User

Instructions

Open the dropdown menu under "Role" and select "Primary User." Then select **Save**.

Key Points

- Only the Primary User has the authority to add or remove delegates, and change the primary user role. Make sure this information is kept up-to-date so you don't lose access to your organization's CDF account.

The screenshot shows the NYC Cultural Affairs User Management interface. A modal window titled "Edit Member Details" is open, displaying the profile of a user named Kimmy G. The modal includes fields for Salutation (Ms.), First Name (Kimmy), Last Name (G), Title (Grant Writer), Work Telephone, and Email. The "Role" dropdown menu is open, showing "Delegate User" as the selected option and "Primary User" as an available option. The "Save" button is highlighted in red. In the background, a "List of Members" table is visible, showing the user's status as "Active".

NAME	EMAIL	STATUS	ACTION
DCLA Content	ryan.mccor txb2b.com	Active	Edit
Kimmy G	kimmyg@ d	Active	Edit Deactivate

Edit Users: Deactivate a Delegate User

The screenshot shows the NYC Cultural Affairs User Management interface. The user is logged in as Deepanshu Jain User. The page displays a 'List of Members' table with columns for Name, Email, Role, Phone Number, Title, Status, and Action. The user Kimmy G is highlighted in a red box, and a red arrow points to the 'Deactivate' button in the Action column.

NAME	EMAIL	ROLE	PHONE NUMBER	TITLE	STATUS	ACTION
Deepanshu		Primary		Lead	Active	Edit
Kimmy G		Delegate		Tech	Active	Edit Deactivate
Sagar		Delegate		Test Lead	Active	Edit Deactivate

Instructions

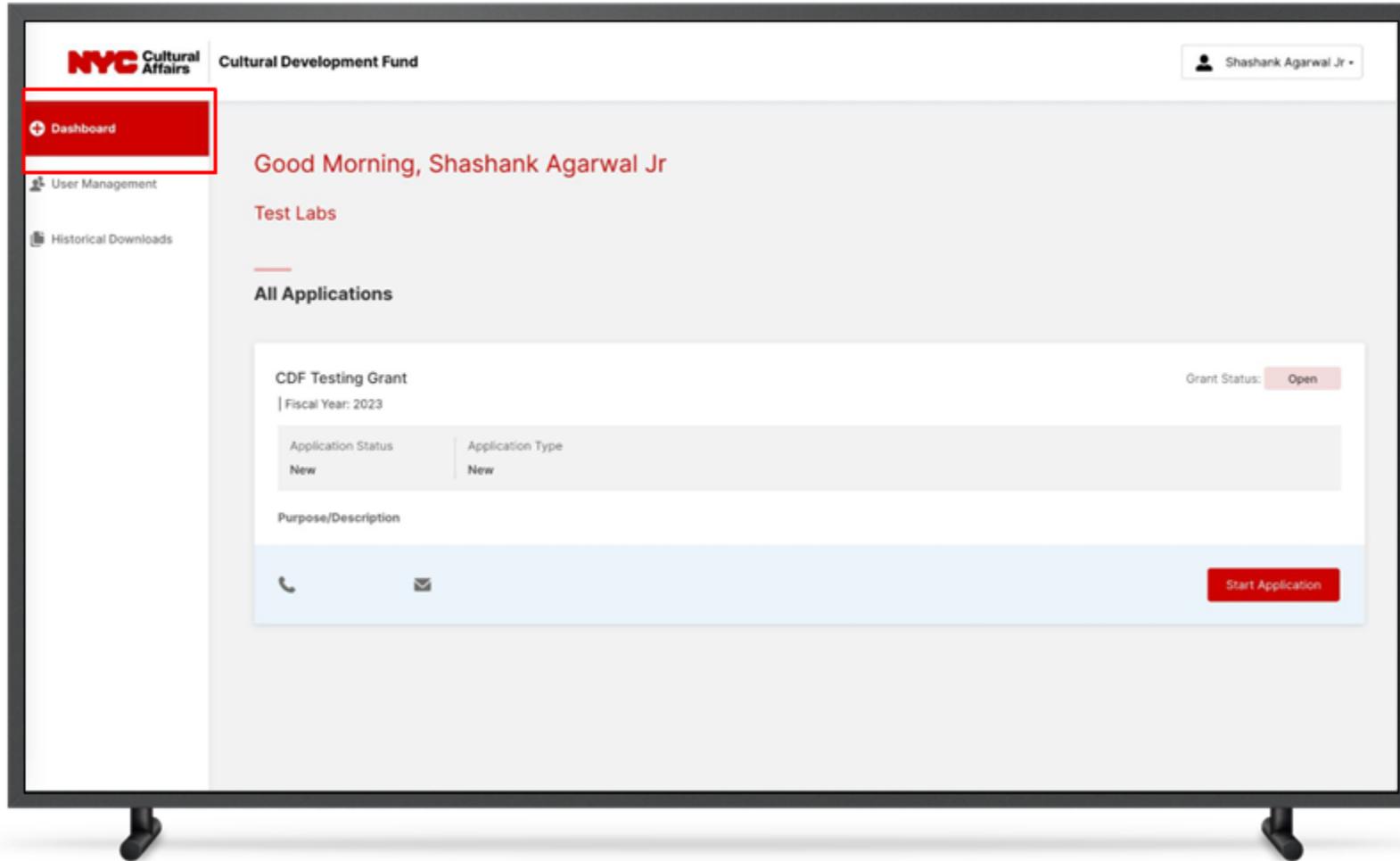
Click the **Deactivate** button on the appropriate record to deactivate any of the delegate users.

Key Points

- A deactivated user will lose access privileges and be deleted from the Organization members list.

Portal Overview

Portal Overview- Dashboard Tab



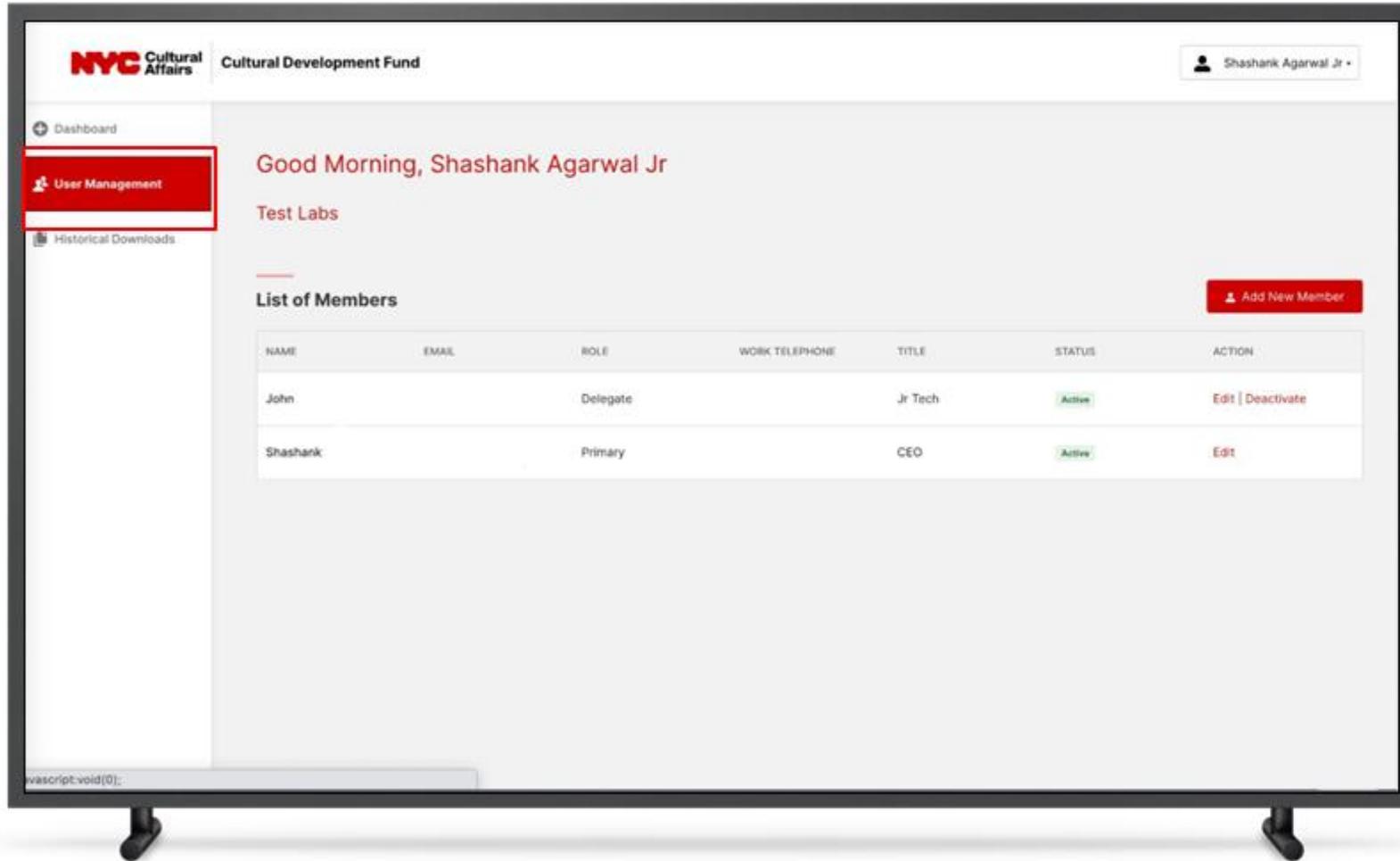
Instructions

View the available CDF Grants on the Grants Management **Dashboard**.

Key Points

Click the **Start Application** button to initiate the application process.

Portal Overview-User Management Tab



Instructions

The list of members will be displayed in the User Management Tab.

Key Points

For more details refer to pages 17 page 22.

Portal Overview-Historical Downloads Tab

The screenshot shows the NYC Cultural Affairs portal interface. The top left features the NYC Cultural Affairs logo and the text 'Cultural Development Fund'. The top right shows the user name 'Shashank Agarwal Jr'. The left sidebar contains navigation options: 'Dashboard', 'User Management', and 'Historical Downloads' (which is highlighted with a red box). The main content area displays a greeting 'Good Morning, Shashank Agarwal Jr' and a section titled 'Test Labs'. Below this is the 'Historical Downloads' section, which includes a search bar labeled 'Search using Application Number', a 'Filter' button, and a 'Clear' button. A table lists the following data:

APPLICATION TYPE	APPLICATION NUMBER	FISCAL YEAR	DOCUMENT TYPE	ACTION
CDF	CDF-FY22-AN-000208	2023	Grant Agreement	View/Download
CDF	CDF-FY22-AN-000208	2023	Grant Award Letter	View/Download
CDF	CDF-FY22-AN-000208	2023	CDF Application	View/Download
CDF	CDF-FY22-AN-000208	2023	Declined Letter	View/Download

A red arrow points to the 'View/Download' link in the last row of the table.

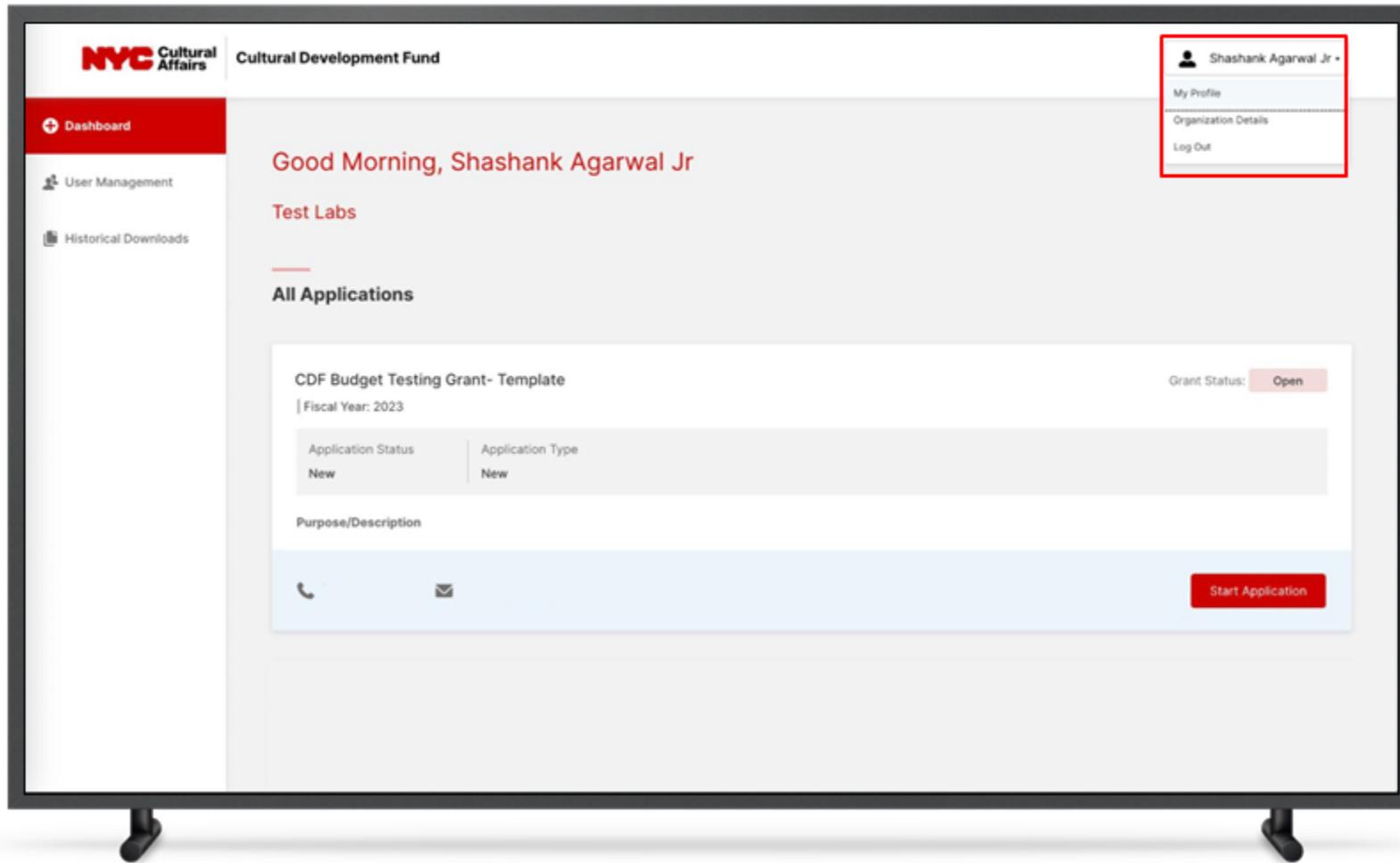
Instructions

Use the **search bar field** for quick searches and the filter to get more specific results.

Key Points

The **Historical Download** tab is where users can download documents. Users can download a copy of the documents for each fiscal year from this page.

Portal Overview- User Profile



Instructions

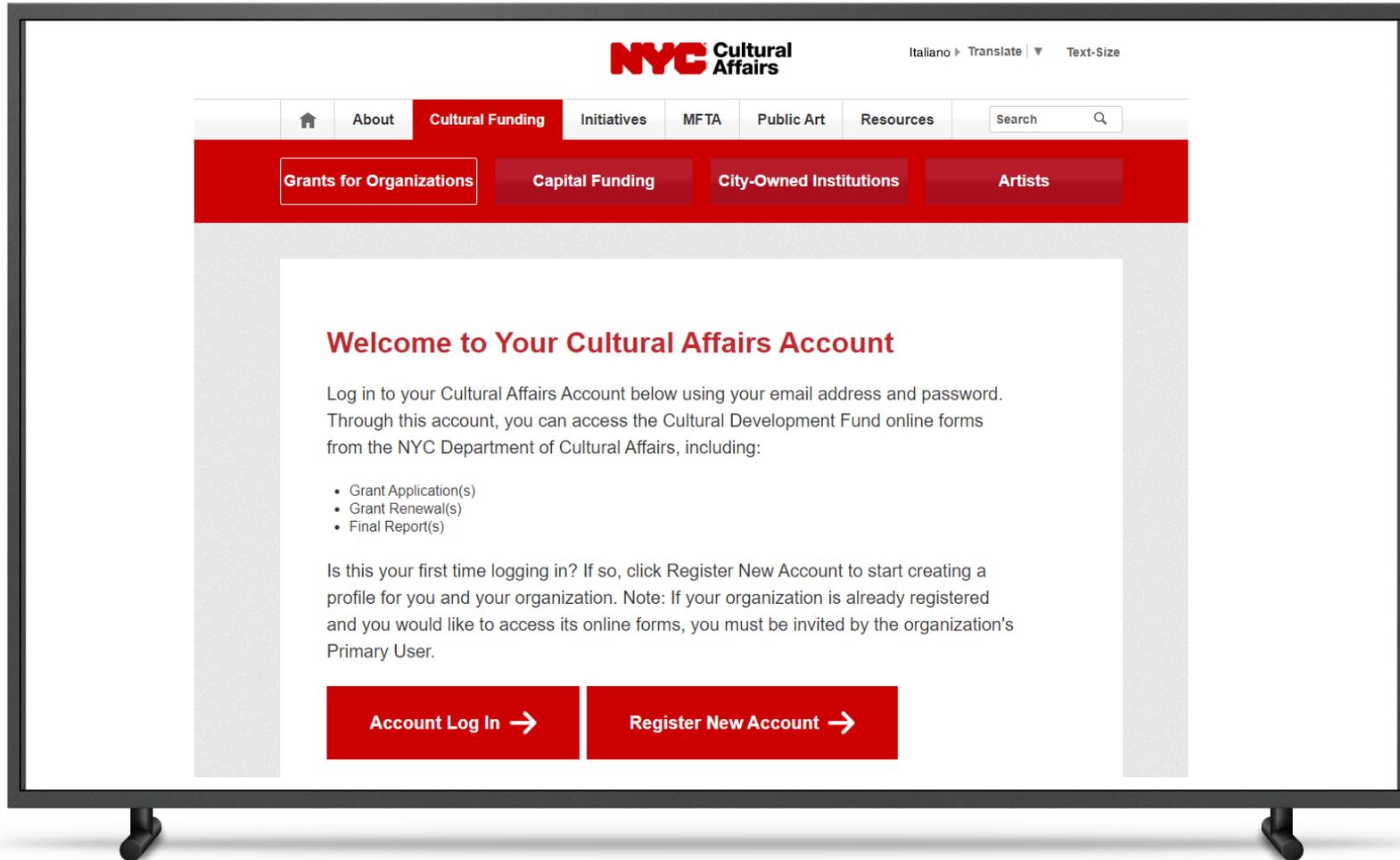
- Go to the upper right corner and click on the User name.
- Select **My Profile** from the drop-down box to view and amend the profile information.
- Select **Organization Details** from the drop-down box to view the organization information.
- Select **Log out** from the drop-down box to exit from the portal.

Key Points

If necessary, the user can view and amend the Personal and Contact Information.

Create an NYC ID

Create a New Organization



Instructions

If you do not have an existing account:

- Click **“Register New Account”**, to open a new account.

Primary User: Account Setup

NYC NYC.ID

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NYC

Login

Email Address or Username *

Password *

Login

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

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Kreyòl Ayisyen 한국어 Polskie русский
Español اردو English

Instructions

- Fill out the form to create your NYC.ID

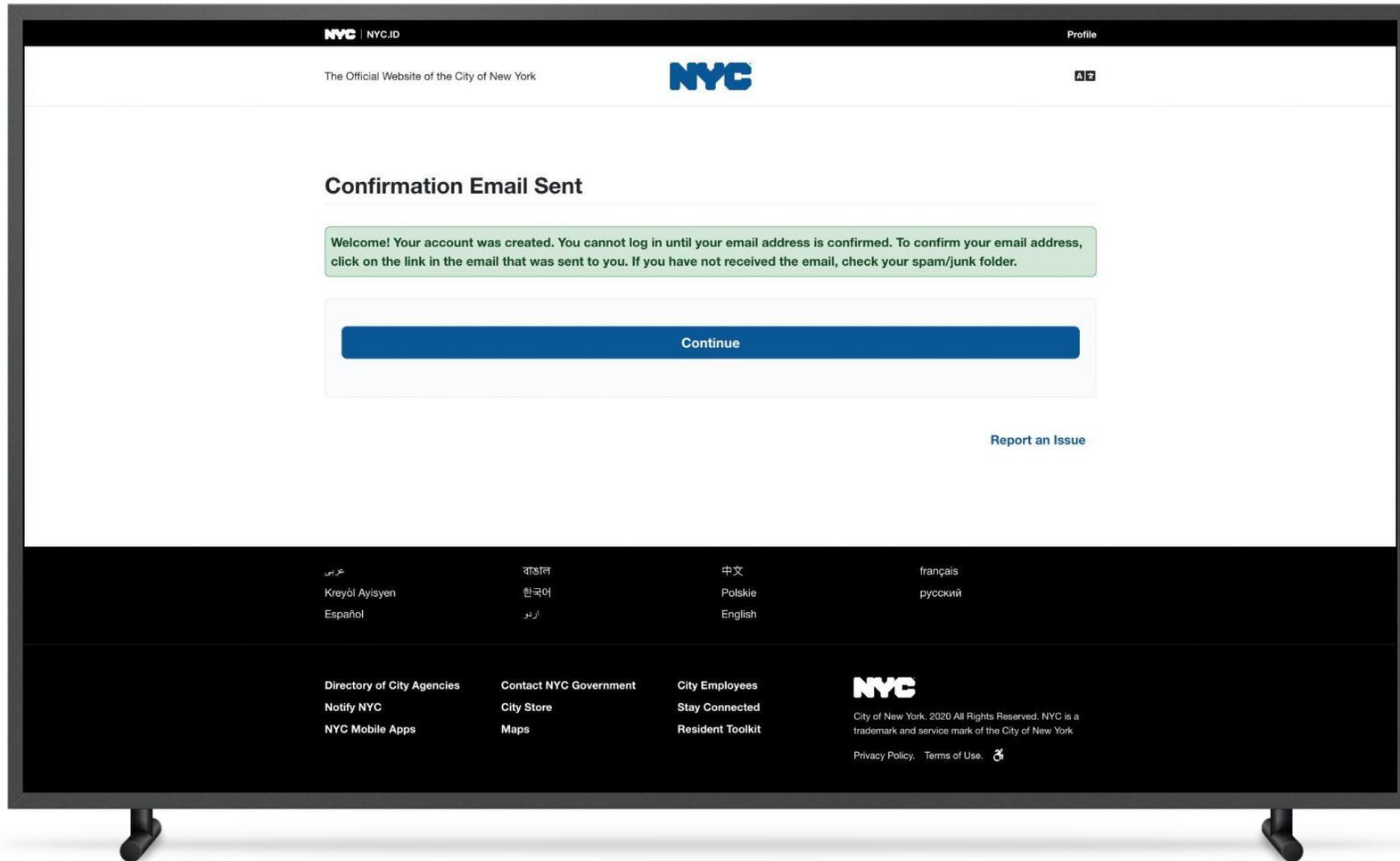
Key Points

You can change your password at any time.

Your password must:

1. Be at least eight characters and must contain at least one letter (a to z or A to Z)
2. Contain at least one number or special character.
3. Cannot contain spaces or the word *password*.

Primary User: Account Setup

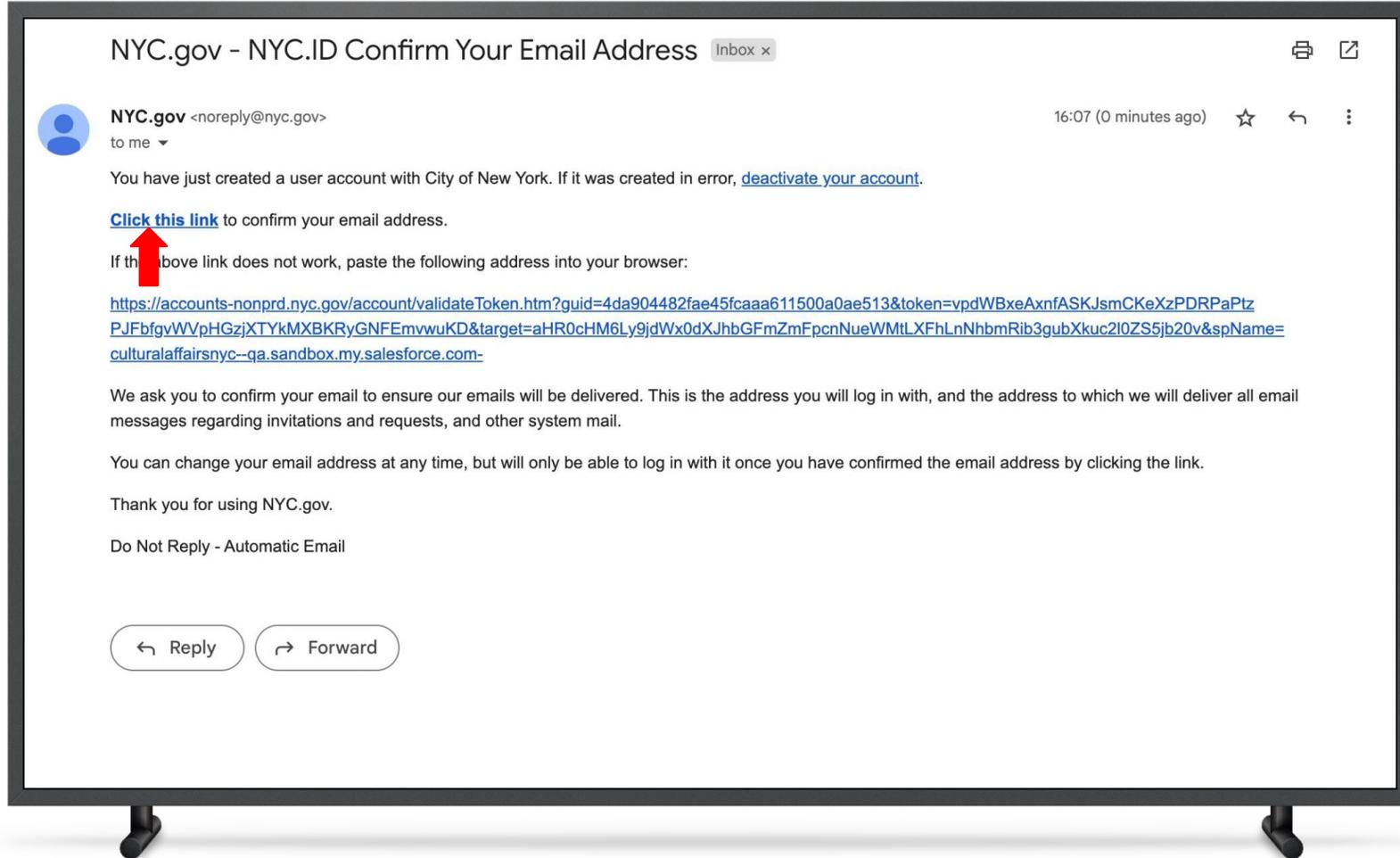


Instructions

After your account is successfully created, you will receive an email confirming your email address.

- Click “Continue” to access the log in page.
- Check your **email account** for the confirmation email, and complete the process (see next page).

Primary User: Account Setup



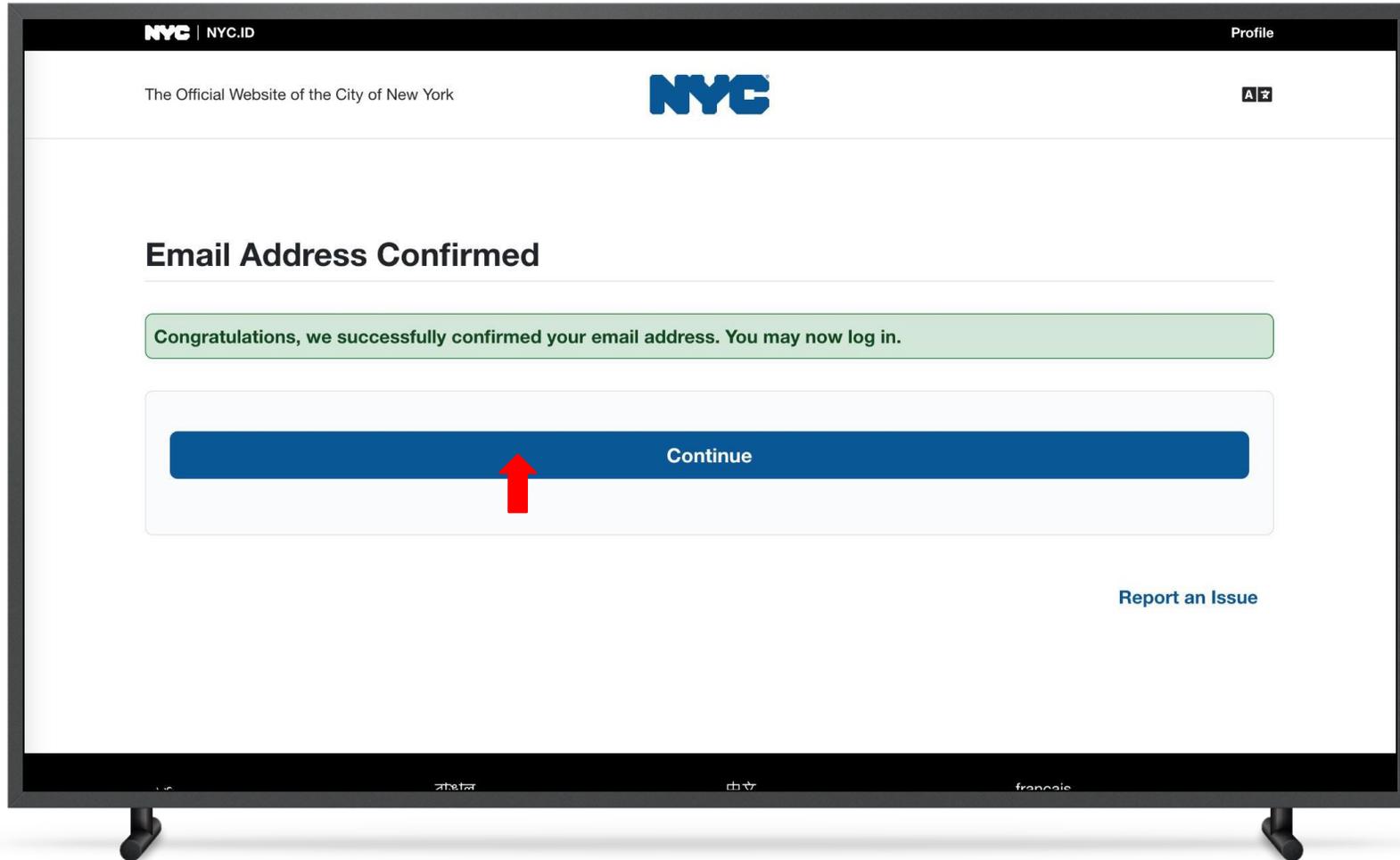
Instructions

Click this link from the email you received to confirm your email address.

Key Points

Confirmation emails expire after two weeks. If you have not received your Confirmation Email within 5–10 minutes, check your junk mail.

Primary User: Account Setup



Instructions

- An email address confirmation message appears on the screen.
- Click the **Continue** to login to your account.

Go to page 8 for further instructions.