



AmpliFund



Recipient Training Part 1

Florida Department of Law Enforcement

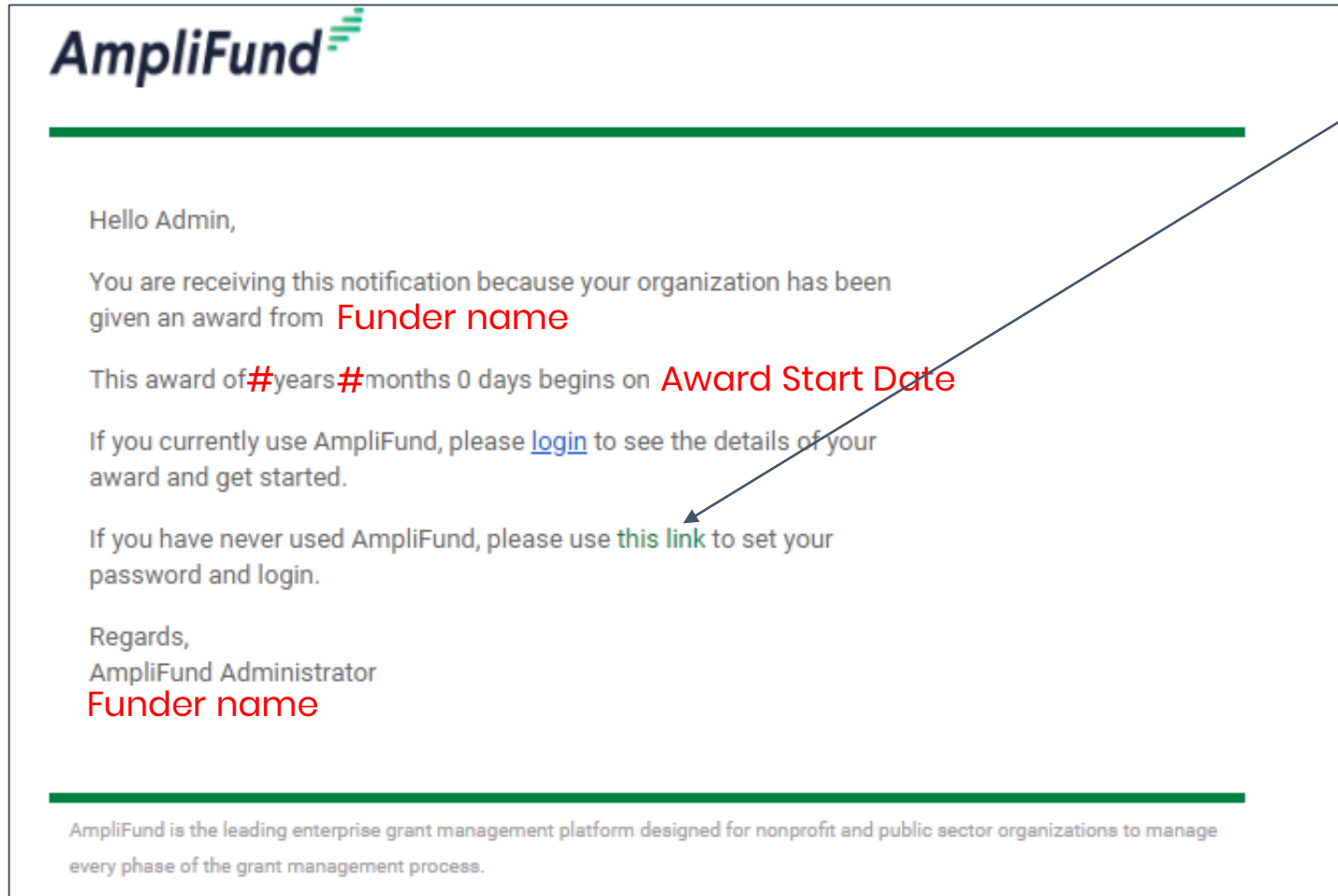
03/23/2022

Agenda

- Welcome & Introductions
- Getting Started with AmpliFund
- AmpliFund Navigation & Account Overview
- Accessing Grant & Budget
- Expense Entry
- Reporting Period & Payment Request Submission
- Available Reporting
- Support Resources
- Q&A

Supported Browsers

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+



AmpliFund

Hello Admin,

You are receiving this notification because your organization has been given an award from **Funder name**

This award of **#** years **#** months 0 days begins on **Award Start Date**

If you currently use AmpliFund, please [login](#) to see the details of your award and get started.

If you have never used AmpliFund, please use [this link](#) to set your password and login.

Regards,
AmpliFund Administrator
Funder name

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

Account owner will use this link to set-up log-in and can add additional users.

Award activation emails will be sent in the coming days

Application Approved



Hello Name,

You are receiving this AmpliFund notification email because the status of the application you submitted to **Funder Name** for **Opportunity Name** been updated.

Your application, **App Name** now has a status of Approved.

Select <https://www.gotomygrants.com/> to log in to the Amplifund Applicant Portal to view your application.

Regards,
AmpliFund Administrator


AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

Application approved emails is NOT official approval to spend. Any spending before the executed contract is at the recipient's risk.

In-Product Review

Welcome to AmpliFund

AmpliFund Login Information Inbox x

 **AmpliFund Administrator** <no-reply@gotomygrants.com>
to

Dear **User First Name**

You have been invited to use AmpliFund as part of our organization. This is the product we use to help manage our grant-related activities.

If you've never used AmpliFund, please use this [link](#) to set your password and login.

If you are an existing user of AmpliFund, login using your current email address and password. To switch between organizations, use the dropdown in the top right of the screen.

Regards,
AmpliFund Administrator
Organization Name

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Dear **User First Name**

Below is a summary of items assigned to you and not yet marked complete.

Past Due

8/15/2020 - Budgeting Tracking Period Due - Budget Demo Grant - No Match Past Due for Budget Demo Grant - No Match [View Details](#)

9/15/2020 - Budgeting Tracking Period Due - Budget Demo Grant - No Match Past Due for Budget Demo Grant - No Match [View Details](#)

9/17/2020 - Meeting Agenda Past Due for Powell Parks Improvement [View Details](#)

10/15/2020 - Performance Tracking Period Due - Columbus Zoo Expansion Past Due for Columbus Zoo Expansion [View Details](#)

Due Today

11/15/2020 - Budgeting Tracking Period Due - Budget Demo Grant - No Match Due for Budget Demo Grant - No Match [View Details](#)

Log on to [AmpliFund](#) to mark items complete or to change your email preferences.

Regards,
AmpliFund Administrator

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

Payment Request Rejected



User First Name

Funder Name has **rejected** your payment request, **Payment Request Name**
Payment Request, for **Award Name**

Rejection Reason

Please [log in to AmpliFund](#) to view the payment request.

Regards,
AmpliFund Administrator

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Summary of Required Actions

- ❑ Administration: Log-in to AmpliFund & add relevant user to your account and invite them
- ❑ Grant Management: Update the Recipient Grant Manager
- ❑ Activity: Enter Expenses
- ❑ Post Award Management: Close Budget Reporting Period & Submit Payment Request
- ❑ Activity: Mark Budget Reporting Period Task as Complete

As Needed:

- Sync calendar with AmpliFund
- Review available reports
- Register on the AmpliFund Support Site

The logo for AmpliFund, featuring the word "AmpliFund" in a white, sans-serif font. To the right of the text is a small icon consisting of four horizontal lines of increasing length, resembling a signal or a bar chart, in a light green color.

AmpliFund

Support

AmpliFund Support

Submit a support ticket:

support@amplifund.zendesk.com

Visit the support portal:

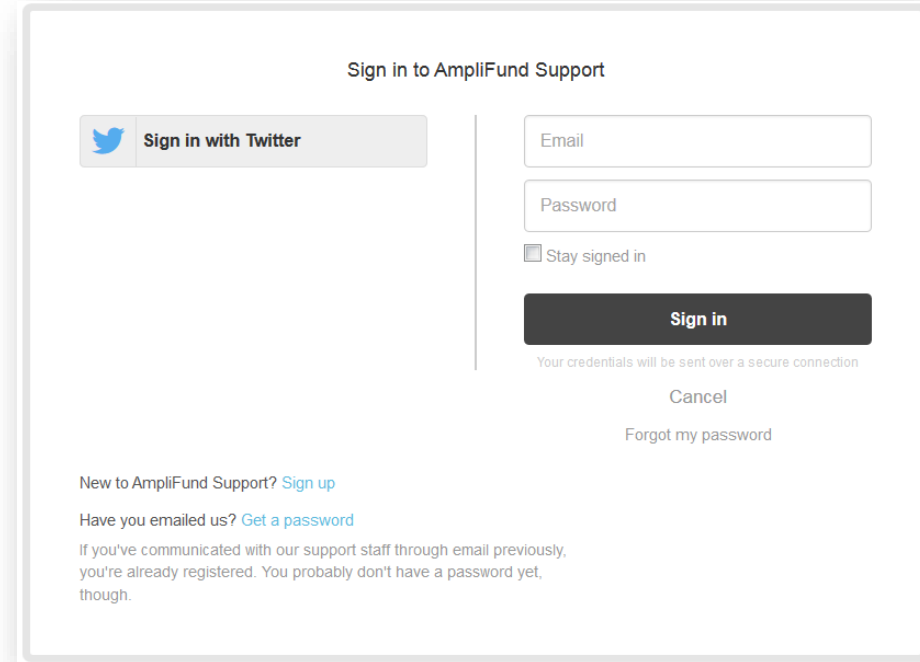
<https://amplifund.zendesk.com>

Supported Browsers:


- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+

AmpliFund Support Site

1. Go to <https://amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from support@zendesk.com will be sent to you via email
8. Click the link to set your password



Sign in to AmpliFund Support

 Sign in with Twitter

Email

Password

Stay signed in

Sign in

Your credentials will be sent over a secure connection

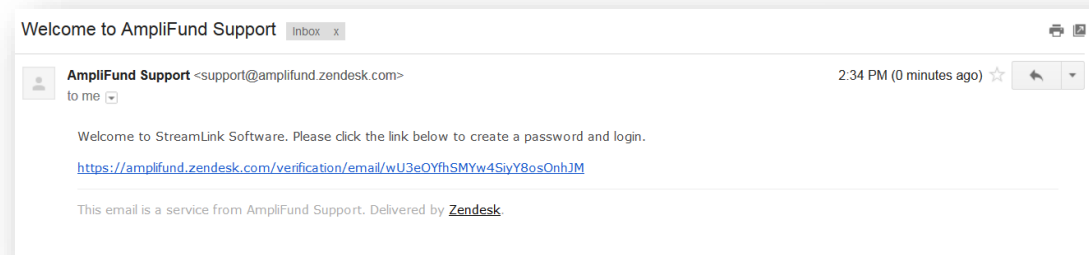
Cancel

[Forgot my password](#)

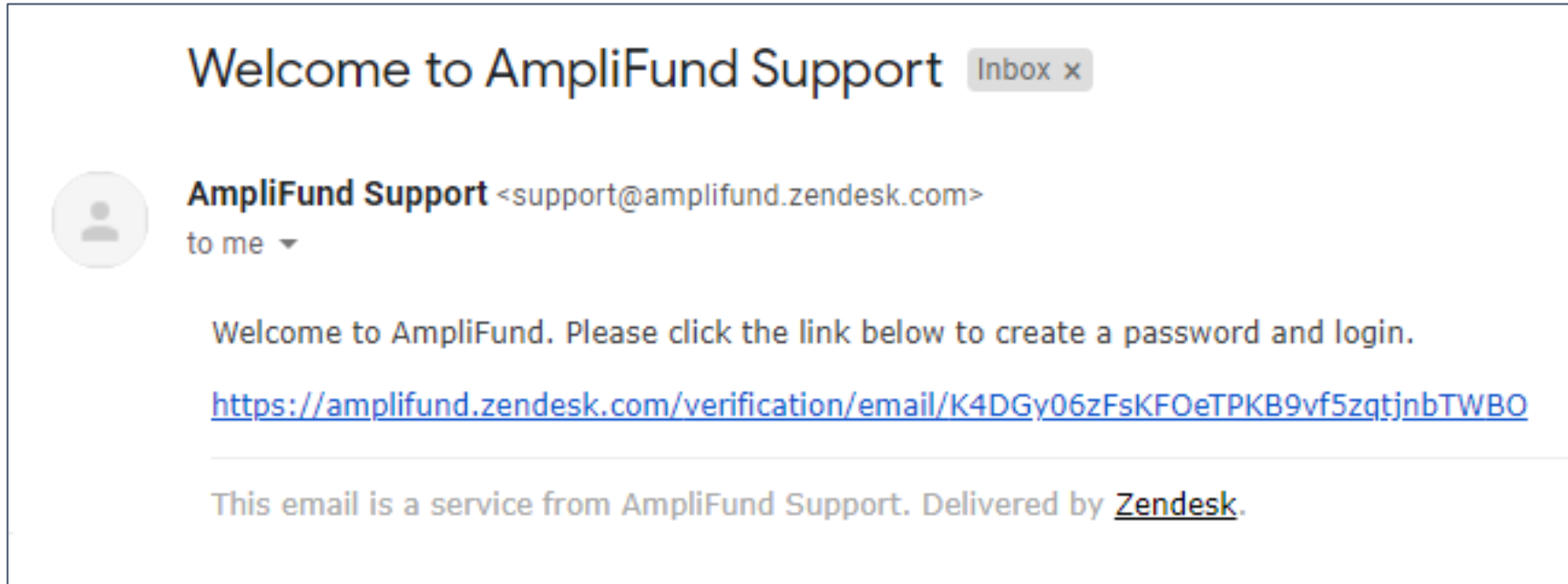
New to AmpliFund Support? [Sign up](#)

Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.



Welcome to AmpliFund Support



AmpliFund Support Site

AmpliFund

Have a question about AmpliFund? Search our support site.

- Release Notes**
Weekly announcement of enhancements, updates, and fixes in AmpliFund
- User Guides**
AmpliFund User Guides and Quickstart Guides for download
- Instructions**
Step-by-step instructions on using AmpliFund's features
- Upcoming Training and Videos**
Live training events and videos on how to use AmpliFund
- Import Templates**
Excel templates for importing data into AmpliFund
- FAQs**
Frequently Asked Questions about using AmpliFund
- Submit a Ticket**
Still need help? Submit a request to our help desk.

FDLE Support Options

- Email: criminaljustice@fdle.state.fl.us
- Or speak with your Grant Manager

Thank You

www.gotomygrants.com

Appendix

Support Slides

Navigating AmpliFund

The screenshot displays the AmpliFund interface. At the top, the AmpliFund logo is on the left, and the user name 'Joe Test Applicant' is on the right. Below the header is a navigation menu with five items: Contacts, Grant Management, Reports, Documents, and Administration. The main area shows a calendar for August 2020. The calendar grid has columns for days of the week and rows for dates. A yellow highlight is on Friday, August 7th. A legend at the top left indicates 'Past Due' (red), 'Complete' (grey), and 'Due' (green). A toolbar at the top right includes a 'Grant: All' dropdown, a 'My Events and Tasks' toggle, and view options for 'week' and 'day'. A callout '1' points to the left navigation menu. A callout '2' points to the user name dropdown. A callout '3' points to the toolbar.

- 1. Left Navigation** – shows on every page
- 2. User Navigation** – includes account information, change password, message center, support, terms and conditions, applicant portal, and logout
- 3. Options Toolbar** – displays icons to perform functions available on the current page, icons vary based on page

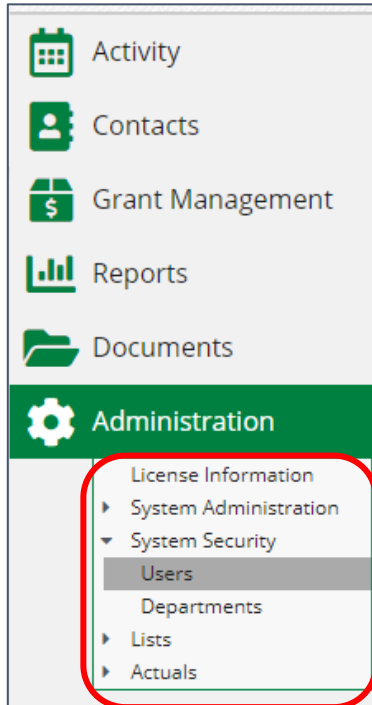
The logo for AmpliFund, featuring the word "AmpliFund" in a white, sans-serif font. To the right of the text is a small icon consisting of four horizontal lines of increasing length, stacked vertically, resembling a signal or data visualization element.

AmpliFund

Adding Users

Creating Additional Users

1



2



3

Create User

User Information

Subscribe to Daily Emails

Subscribe to Weekly Emails

Applicant Portal Access

Role*

Staff Information

First Name*

Last Name*

Title

Supervisor

Track Time*

Primary Address

Address Line 1

Address Line 2

City

State

Zip Code

1. Open Administration > System Security > Users
2. Click the + icon in the top right hand corner to create a User
3. Enter user preferences & information
 - Select the User's Email Preference
 - User role
 - User's First Name, Last Name, and E-Mail Address
4. Click the 'Create' button

User Options

Subscribe to Daily/Weekly Emails

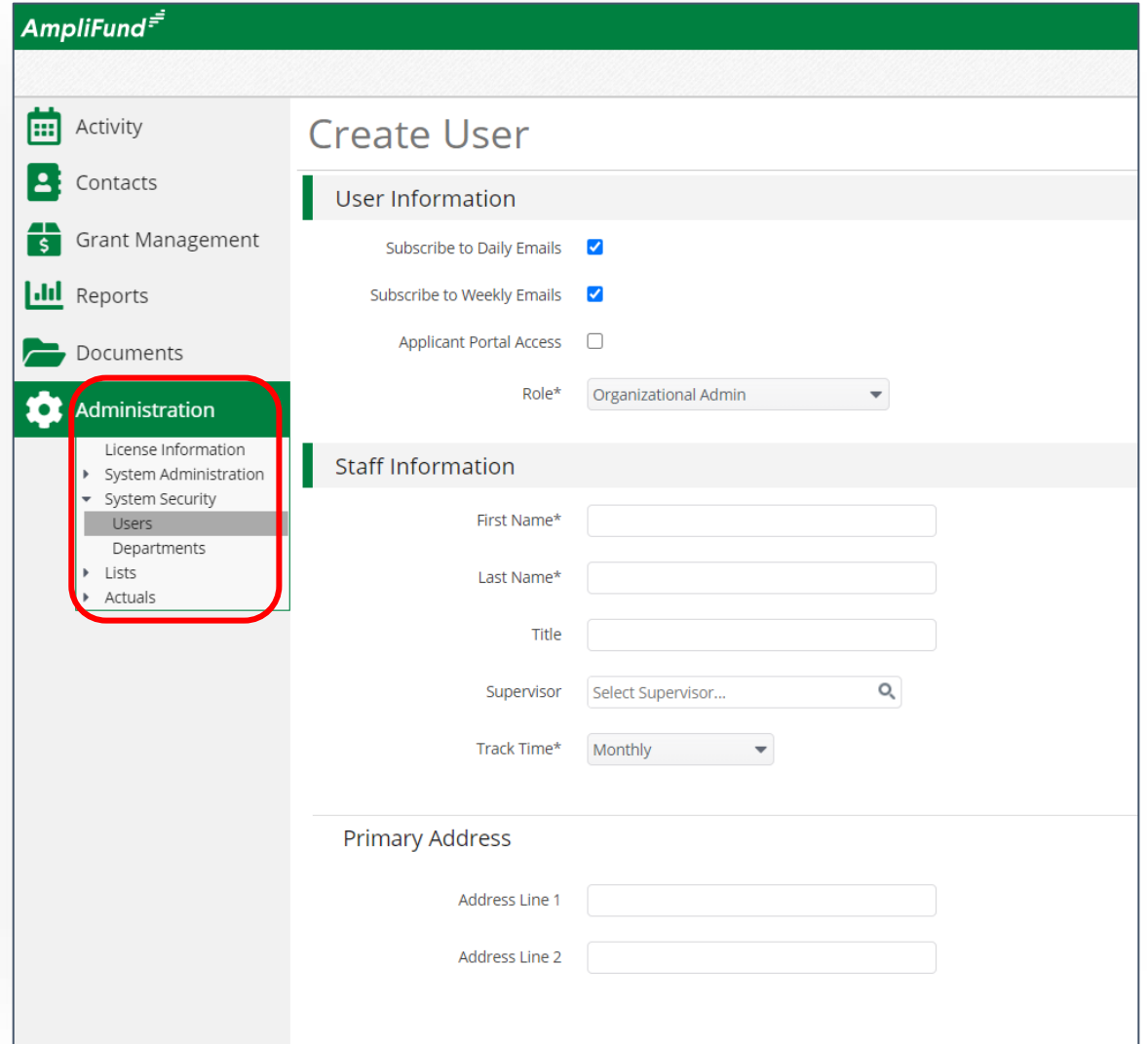
- Set to Yes to receive daily and/or weekly emails from AmpliFund with tasks/reminders

Applicant Portal Access

- Set to **Yes** to provide a user in your organization with access to submit applications

Role*

- **Organization Administrator**
 - Full view and edit access to your organization's AmpliFund account
- **Executive**
 - View only access to your organization's AmpliFund account
- **Department User (No Salary)**
 - Only has access to budget or performance plan items to which you assign the user as the Responsible Individual
- **Department User (Salary)**
 - Has access to budget or performance plan items to which you assign the user as the Responsible Individual including personnel line items



AmpliFund

Activity
Contacts
Grant Management
Reports
Documents
Administration
License Information
System Administration
System Security
Users
Departments
Lists
Actuals

Create User

User Information

Subscribe to Daily Emails

Subscribe to Weekly Emails

Applicant Portal Access

Role* Organizational Admin

Staff Information

First Name*

Last Name*

Title

Supervisor

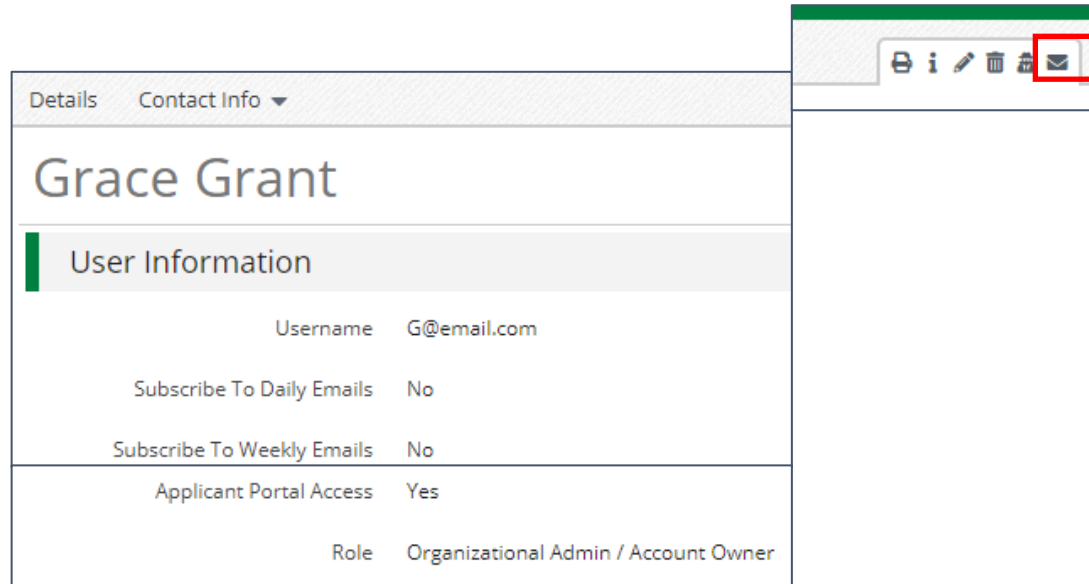
Track Time* Monthly

Primary Address

Address Line 1

Address Line 2

Sending an Invitation to a User




Details Contact Info ▾

Grace Grant

User Information

Username	G@email.com
Subscribe To Daily Emails	No
Subscribe To Weekly Emails	No
Applicant Portal Access	Yes
Role	Organizational Admin / Account Owner

1. Click the  in the *Icon Bar*
2. In the confirmation pop-up window, click **Send Invitation**

Link is active for 72 hours

Note: An Organization Administrator can resend the invitation email to a user by going to **Administration > System Security > Users**. Click the envelope icon next to the User's name and confirm.

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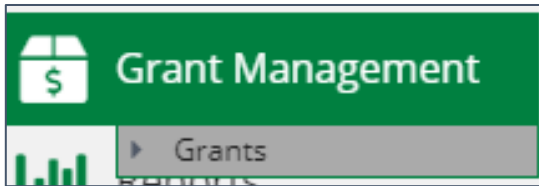
AmpliFund

Updating Grant Award

Updating Grant Award Details

1. Go to **Grant Management > Grants**
2. Click the **'pencil' icon** next to grant name to edit
3. Update the Recipient Grant Manager name & add Recipient award name (optional)
4. Click the **Save** button in the right corner of the screen

1



2

Analytics						
Drag a column header and drop it here to group by that column						
Name	Grantor	Award Status	Total Awarded Amount	Fiscal Year Received	Close Out Date	Status
FY21 Example Award		Approved	\$1.00		3/30/2022	Enabled

3

FY21 Example Award – Award Details

Award Status

Name: FY21 Example Award

Recipient Name: Example Recipient

Recipient Award Name: FY21 Example Award

Award Status: Approved

Grant-Funded Amount ⓘ: \$1.00

Match Requirement ⓘ: \$1.00

Total Budget ⓘ: \$2.00

Expenses To Date ⓘ: \$0.00

Match Contributions To Date ⓘ: \$0.00

Invoiced To Date ⓘ: \$0.00

Pending Invoices ⓘ: \$0.00

Approved Invoices ⓘ: \$0.00

Cash Received To Date ⓘ: \$0.00

Remaining Available Grant-Funded Amount ⓘ: \$1.00

Remaining Match Requirement ⓘ: \$1.00

Remaining Available Budget ⓘ: \$2.00



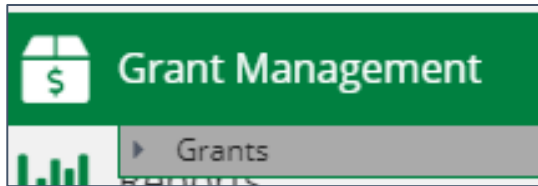
AmpliFund

Accessing Budget

Accessing Budget

1. Go to **Grant Management** > **Grants**
2. Click the grant name
3. Click on Post Award>Financial>Budget

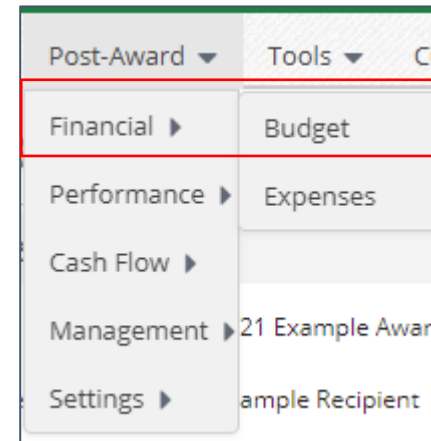
1



2

Analytics							
Drag a column header and drop it here to group by that column							
Name	Grantor	Award Status	Total Awarded Amount	Fiscal Year Received	Close Out Date	Status	
FY21 Example Award	Juvenile Welfare Board of Pinellas County	Approved	\$1.00		3/30/2022	Enabled	

3



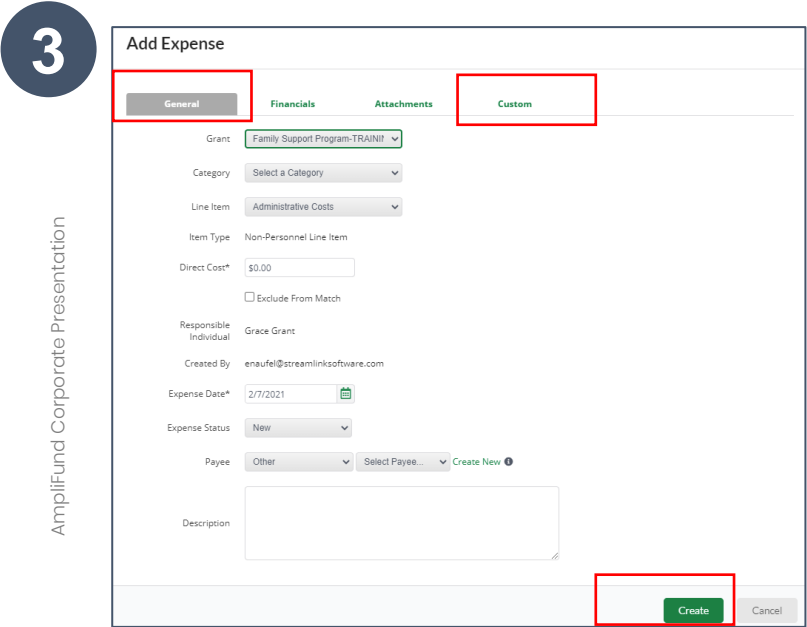
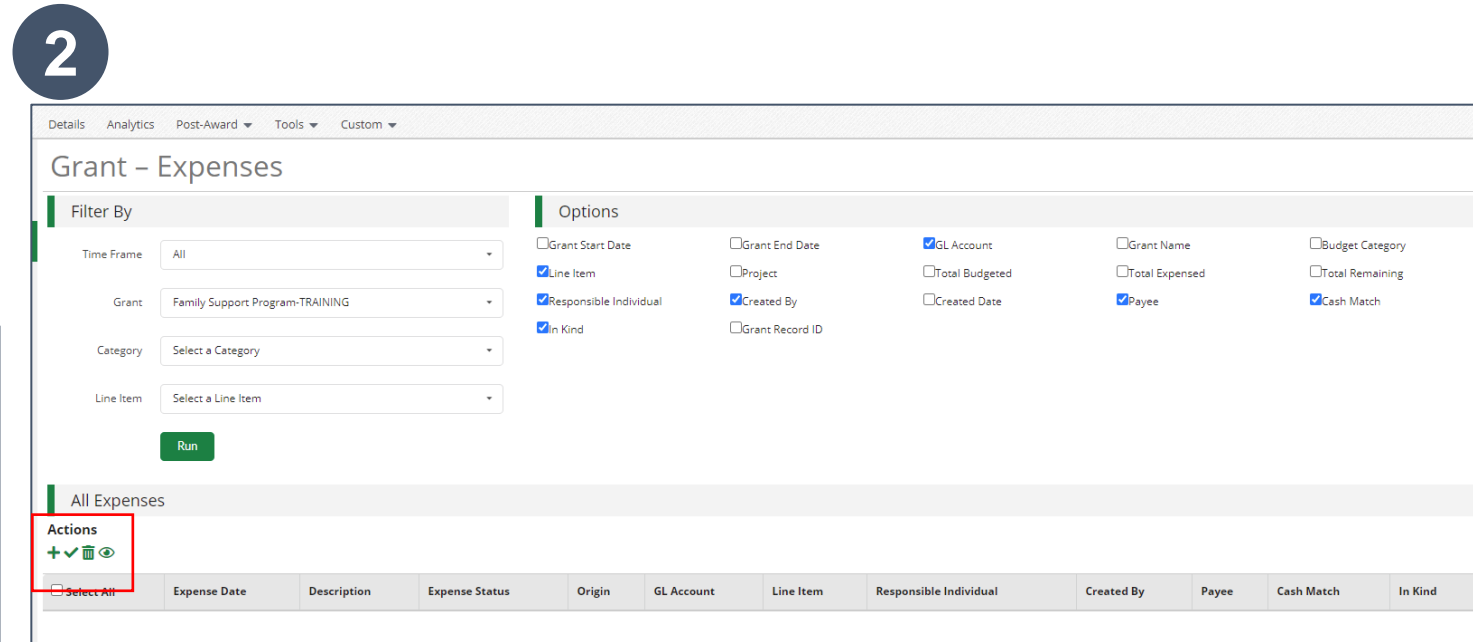
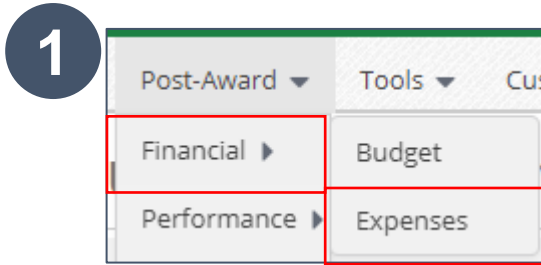
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Expense Entry

Expense Entry

29

1. From the Grant click on Post Award>Financial> Expenses
2. Click on the plus icon to add a new expense
3. Add expense information under expense tab and check information under Custom tab then click Create

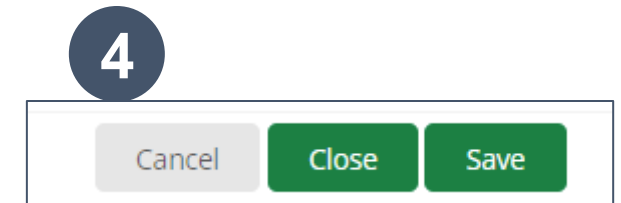
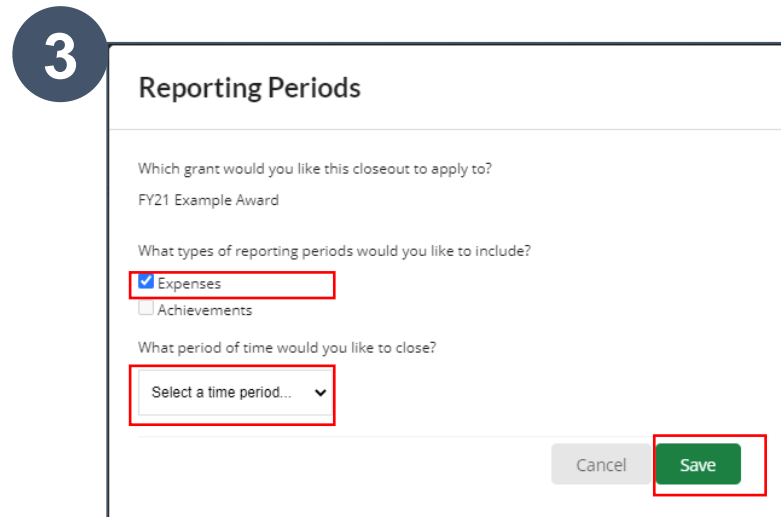
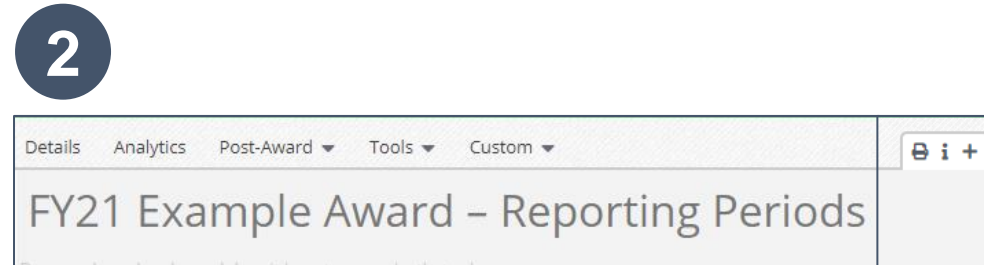
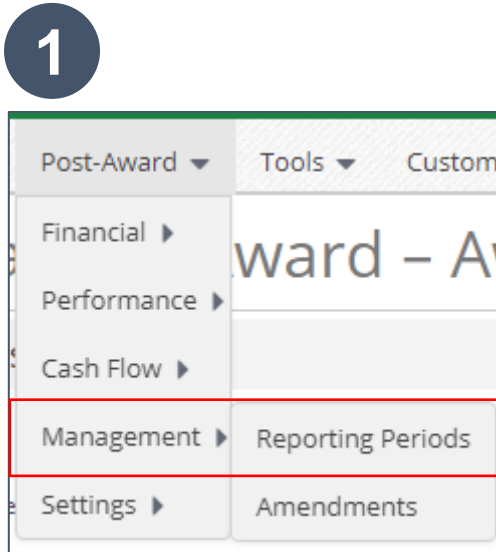


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Submitting a Reporting Period & Payment Request

Generating a Reporting Period


1. From the Grant click on Post Award>Management>Reporting Periods
2. Click on the plus icon in the upper right hand corner
3. Select Expenses and Time Period then click Save
4. Review expenses & details, click Close to send completed reporting period to Funder



Generating a Payment Request from Reporting Period

1. From the Reporting Periods click on the payment request icon
2. Enter name and date created
3. Type in total requested amount
4. Add any additional comments & upload files to Funder
5. Click submit to send to Funder


1

Drag a column header and drop it here to group by that column			
Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
2/1/2020	 2/29/2020	Budget	Closed

2

Payment Request Information

Payment Request Name* February 2021

Date Created* 3/5/2021 

Related Reporting Period(s) **Period ending 2/29/2020** x

Payment Type Reimbursement

Payment Request Status Not Submitted


3

Totals	
Net Total	\$17,900.00
Requested Amount*	\$17,900.00
Remaining Grant Balance	\$649,700.00

4

Additional Information

Comments

Upload File(s)  **Choose file(s)**

5

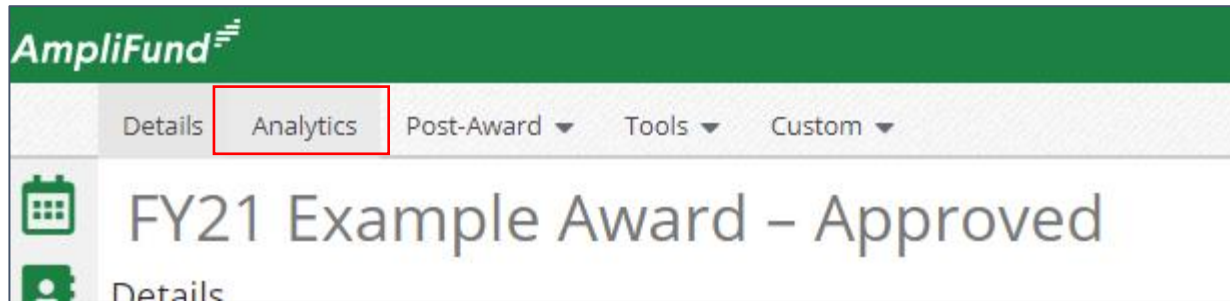
Create **Submit** Cancel

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Available Reporting

Available Reporting

Grant Dashboard



Other Reports

