



AmpliFund 



Applicant Training

Florida DLE

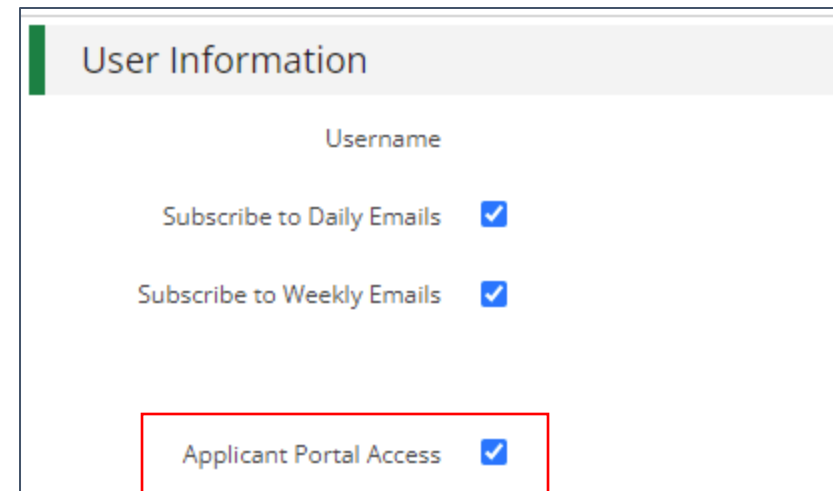
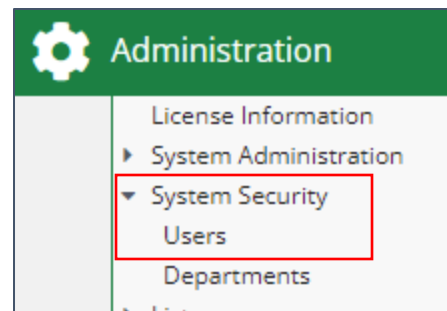
June 15, 2022

Agenda

- Welcome & Introductions
- Logging into the Applicant Portal
- Applicant Portal Demonstration
 - Navigation Overview
 - Opportunity Review
 - Application Process Review
 - Administration Section
- What happens after you submit an application
- Q&A
- Resources

Logging into the Applicant Portal

- Find the link on the Funding Opportunities Section of the FDLE website
- Log-in using your existing AmpliFund credentials (username=email)
- Ensure users in your account have access to the applicant portal in their user profile
- If you don't have an account reach out to: FDLEOCJGFAQ@fdle.state.fl.us



Applicant Portal Demonstration

After Application Submission

1. Users will receive an automatic notification from AmpliFund when your application is submitted
2. When Florida DLE Approves your Award, users will receive an automatic notification from AmpliFund
3. Florida DLE will follow up with the contract for signature via email

Do not start activities until you've received the final executed contract

Q&A

AmpliFund Support

Submit a support ticket:

support@amplifund.Zendesk.com

Visit the support portal:

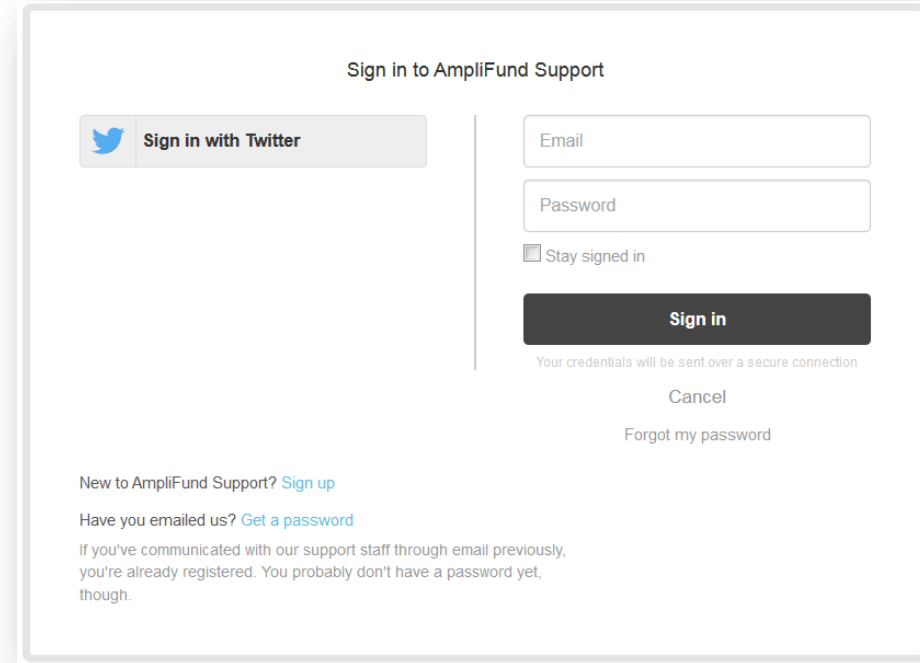
<https://amplifund.zendesk.com>

Supported Browsers:


- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- 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

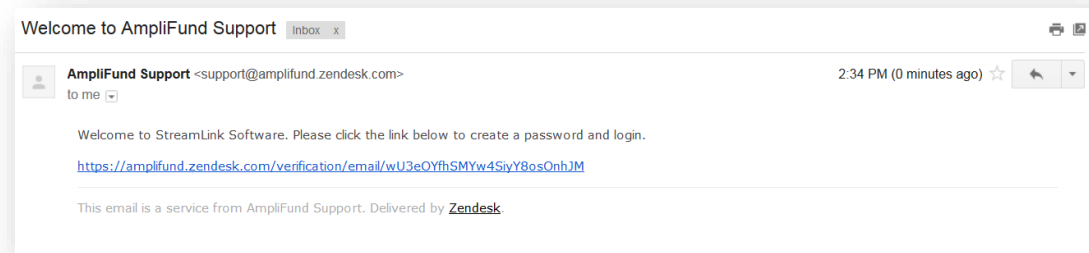
Cancel

[Forgot my password](#)

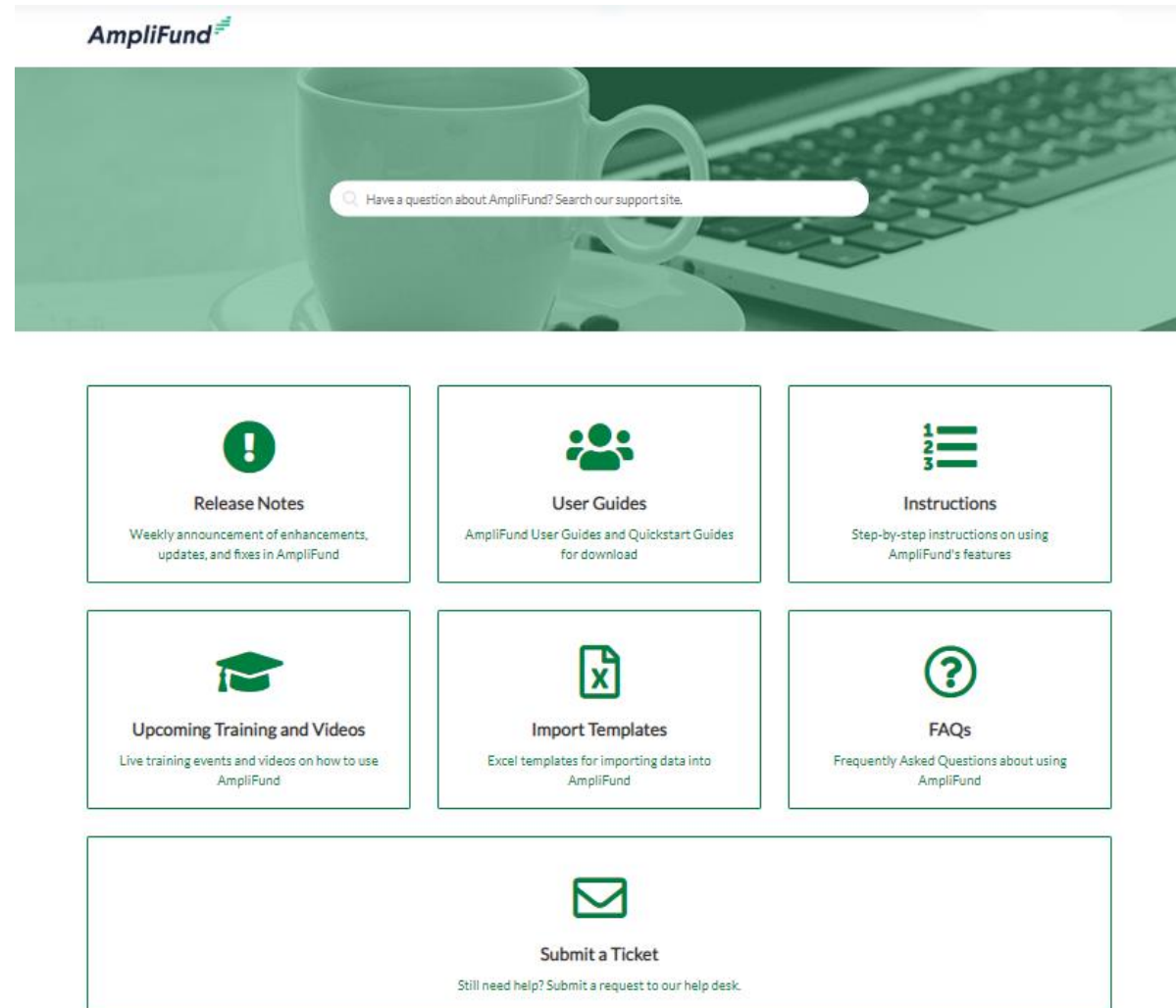
New to AmpliFund Support? [Sign up](#)

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.








AmpliFund Support Site



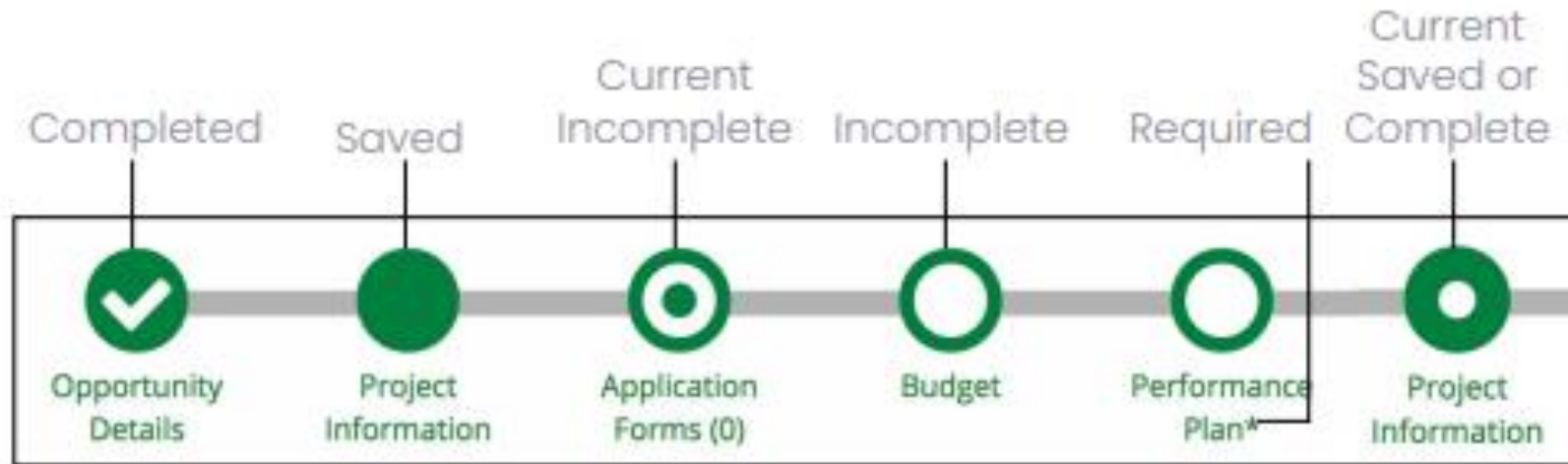
Key administration section features

- View applications
- Update account information
- Access FAQ

Key steps to complete an application

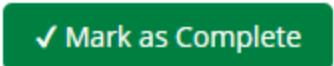
1. Click 
2. Complete Project Information
3. Complete Application form(s)
4. Complete Budget template
5. Mark each section as Complete  = 
6. Review & Download Application (if desired) 
7. Click Submit 

Application Progress Bar



Application Tips

- You can complete the application sections in **any order**
- Click on the **circle** of a section to navigate to that section
- You must hit **Save** or **Mark as Complete** to save your work
- If you've marked a section as "*Mark as Complete*" you can go back and **edit** that section by hitting "*Mark as in Progress*"

 ✓ Mark as Complete Mark as In Progress

- **Every section must be marked as complete to submit your application**
- Submitted applications cannot be edited, you may **withdraw** but would need to complete a new application

Application submitted email confirmation

Hello Emily,

You are receiving this notification because the application test2 has been successfully submitted for the Example Opportunity.

test2 9/24/2020 4:57 PM (Eastern Daylight Time)

Please login to AmpliFund to review the submitted application.

Regards,
AmpliFund Administrator