

GOAPPLY USER GUIDE

A GUIDE FOR GOAPPLY VERSION 2 USERS/APPLICANTS



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INTRODUCTION

The Lozier Foundation is using a system called GOapply to accept grant applications. The following guide will take you through the process of creating an account, starting an application, and submitting an application.

First, a brief overview of how applications are set up in GOapply. When you login to GOapply, you will see a list of applications that you are eligible to apply for. Applications with multiple phases will be advanced by The Lozier Foundation. Once the next phase is available to you, you will see it in your Applicant Dashboard.

Please note, the screenshots in this guide are to be used for general reference, the appearance GOapply or any related emails may be different in your experience due to formatting and branding, however the functionality remains the same.

GETTING STARTED

*****Application Link*****

**** We do not accept unsolicited applications. Please do not forward this information. ****

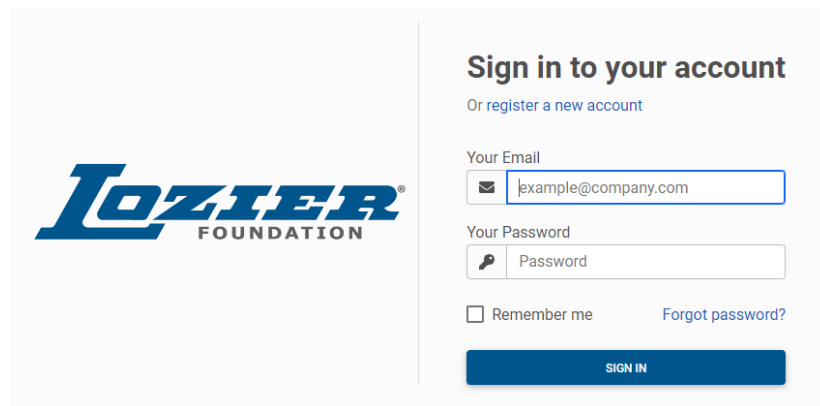
REGISTER

If you used GOapply Version 1.0 in 2020 or 2021, when you open GOapply Version 2.0, you will need to click on “Forgot password.”

If this is your first time using GOapply, you’ll need to register your account. You will have the option of registering as an individual or an organization.

AS AN INDIVIDUAL:

Access the link provided to you by The Lozier Foundation. Click the link to register a new account.



Lozier
FOUNDATION

Sign in to your account
Or register a new account

Your Email
example@company.com

Your Password
Password

Remember me [Forgot password?](#)

SIGN IN

You’ll be asked to register as an Individual or an Organization. **Choose Individual.**



Register as:

GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant.

Fill in the form with your information.



Fill out this information to create your account

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email	
<input type="text"/>	
* Password	* Confirm Password
<input type="password"/>	<input type="password"/>

The email address you enter will be what you use to log in. Click Register. If your registration processed successfully, you'll see confirmation on the screen.



Registration completed successfully

Please check your inbox for the email verification to continue

Next, **verify your email**. You should have a verification link in your inbox from Kwin Kunkle. If you don't see the email, check your Spam folder. If it goes to Spam, you need to classify it as "Not Spam" before you can click the link.

PASSWORD ASSISTANCE

If you forgot your password, click Forgot Password from the log in screen and follow the steps to reset.

You can also reset your password at any time by clicking on the dropdown next to your name in the top right and going to User Settings.



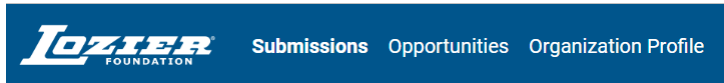
Forgot Password email sent

Please check your email to reset your password.

[RETURN TO LOGIN](#)

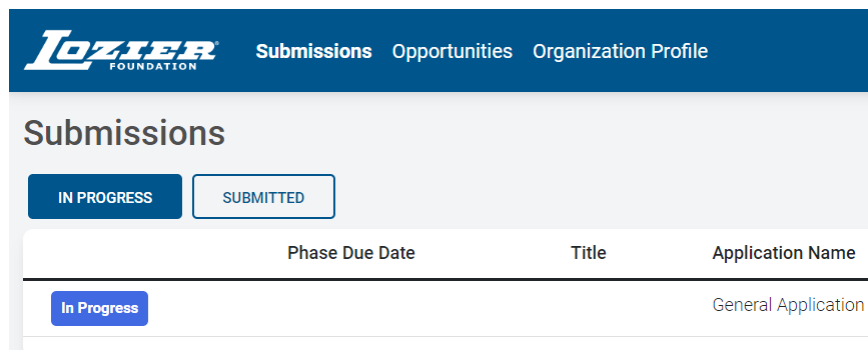
DASHBOARDS

Once you are approved and logged into GOapply, you'll see two pages, Submissions and Opportunities. Organizational applicants will see a third page for their Organizational Profile.



Submissions: The Submissions dashboard shows which applications you have in progress and allows you to view your submitted applications.

- **In Progress:** Click In Progress to continue working on the application



- **Submitted:** Click View to view your submitted application or download the submitted application in PDF by clicking the download button all the way to the right.

LOZIER FOUNDATION Submissions Opportunities Organization Profile

Submissions

IN PROGRESS SUBMITTED

	Application Name	Most F
View	MOEC LIGHTS Outstanding Principal Nomination	4/13/2
View	MOEC LIGHTS Outstanding Principal Nomination	4/13/2

Opportunities: The Opportunities Dashboard shows which applications are available to you. Click View to see details about the application. Click Apply to start working on the first phase.

Organization Profile: for Organization users (if you registered as an organization), this is where you can view or edit information about your organization.

Messages: If your Grantmaker sends you a message through GOapply, a red number will appear in the message bubble in the top right corner of the screen. Click there to view your messages.

COMPLETING APPLICATIONS

Starting an application: To begin, choose an application from your Opportunities dashboard. Click View, then Apply from the application home page.

The application homepage is where you can find the due date, a summary and a brief description, and the contact for that application. If you need assistance with the application, please reach out to the application contact.

Upon clicking Apply, you will be asked to confirm that your Organization Profile information is correct. A pop-up window will ask you to verify or edit if needed. If anything is missing or inaccurate, click **I Need To Fix**, edit information, and click **Submit Changes**. After your changes are saved, click **Back To Application** to continue the application.

Confirm your organization information
Is this correct?

A Better Way Services Inc.
Tax ID : 35-0868081

2669 Pheasant Run
Decatur, IL 62521

[REDACTED]

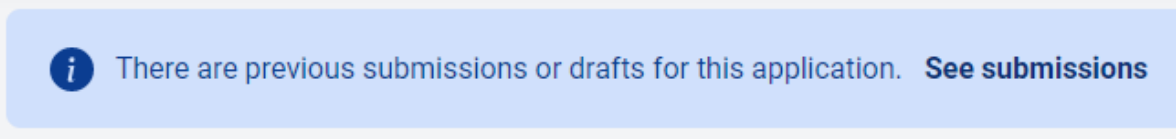
6127676710

EVERYTHING LOOKS FINE
I NEED TO FIX

SUBMIT CHANGES
BACK TO APPLICATION

On each page, you can either save a draft or continue without saving. Drafts will appear in your In-Progress dashboard. When you're finished with the phase, click Submit.

If you access an application from your Opportunities dashboard and see the below message, it means you either already submitted or have a draft submission of the application that you can finish from your In-Progress dashboard.

A light blue rectangular box with rounded corners containing an information message. On the left is a dark blue circle with a white lowercase letter 'i'. To its right is the text "There are previous submissions or drafts for this application. See submissions" in a dark blue font.

i There are previous submissions or drafts for this application. **See submissions**

Advancing to the next phase: When the next phase is available, it will appear in your In-Progress dashboard. If you'd like to reference information you submitted in the previous phase, look in Submissions. You'll complete each phase as it becomes available, with the option to save a draft on each page.

Submitting: You can view all your submitted phases in your Submissions dashboard. Changes to an application cannot be made after submitting.

If you have any questions, please contact Kwin Kunkle, kwin.kunkle@lozierfoundation.org.