Using ZoomGrants to Submit and Manage Applications

1. GO TO PAUL LAUZIER FOUDNATION PAGE

Navigate to the ZoomGrants page for the Paul Lauzier Foundation by following a link on the Paul Lauzier Foundation website (http://lauzier.org/)

NOTE: For this step, do not go to the ZoomGrants homepage.

2. CREATE AN ACCOUNT AND LOG IN

Create your ZoomGrants account and log in using the New ZoomGrants Account box on the right hand side. If you already have an account, log in using the boxes in the upper right corner of the page.

3. CREATE YOUR APPLICATION

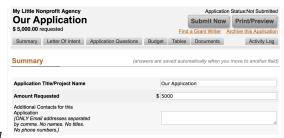
Click the Apply button next to the appropriate program to create your application for that program.

4. ANSWER THE QUESTIONS AND FILL IN ALL OF THE TABS

The system will automatically save your answers as you move through the application and enter text then click outside of each textbox or select a multiple choice or checkbox item and click into a new field. Click on the tabs to quickly jump to another section of the application or use the 'Next' and 'Previous' buttons at the bottom of the tabs to move sequentially through the application.

NOTE: Some question tabs may have a **branching question**, which will hide certain questions based on your answers to the branching question.





5. UPLOAD DOCUMENTS

Click the Upload button next to each applicable document request set up by the administrator to open up the File Upload Window for that request. Follow the instructions in the window to upload or link a file (or multiple) in that slot.



NOTES:

Need help? | Questions@ZoomGrants.com | (866) 323-5404 x2 | 8am - 5pm Mountain Time M-F

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- 1) Any document request marked with a yellow 'Required' note MUST have something uploaded or linked in that slot in order for your application to be submitted. If you feel a required request is not applicable to you, create a document in which you note the inapplicability and upload that into the slot.
- 2) If the administrator has provided a **template**, click the orange 'Template' link to download that template. Fill it out, then upload it into that slot.
- 3) Click the **Help** button in the File Upload Window to access a quick tutorial video (also available here: http://youtu.be/b0Ixkjss_0w).
- 4) If you finish your application by uploading documents, use the grey Refresh Page button to reload the page before clicking the Submit Now button to submit your application.

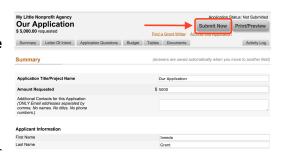


7. SUBMIT THE APPLICATION

Click the grey Submit Now button at the top of the application when you've completed the applicable content in every tab. The system will check to ensure you have answered every question and uploaded all 'Required' documents. Any skipped questions or missing documents will be listed in red. When you're done with your edits, use the grey Refresh Page button in the application to reload the page, then click the Submit Now button to re-run the check. If your application is complete, you'll be able to enter your initials and officially submit the application.

NOTES:

- 1) The **completion check** verifies that you have answered the applicable questions and uploaded 'Required' documents, but <u>you</u> are responsible for ensuring you have completed the content requested in the budgets and tables (as applicable) and uploaded the documents that are requested but not 'Required'.
- 2) If the administrator has chosen to let you make changes to your application even after it has been submitted, you can edit your submitted application up until the deadline passes. If you do make any changes, you do NOT need to 're-submit' it. The changes are automatically reflected in the submitted application.





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Frequently-Asked Questions (not already covered in the instructions above)

How can I add other email addresses to receive email notifications?

If you need to add other email addresses to receive email notifications regarding an application, type each email address into the Additional Contacts field near the bottom of the first tab of the applicable application.



How do I access an application that I have already started or submitted?

Once you've started an application, you can log in at https://zoomGrants.com/login. Once you get logged in, you'll land in the Incomplete tab of your Account Home page. Click an orange application title to open one of your incomplete applications. Click on the other tabs — Submitted, Approved, etc. — to access other applications.

What browser should I use?

We recommend using Chrome, but you can use recent versions of any browser on any internet-enabled device.

Who should I contact if I have questions?

If you have **CONTENT-related questions**, contact the program administrator. If you have **TECHNICAL questions**, visit http://help.zoomgrants.com/ OR contact the Tech Support Desk by email; Questions@ZoomGrants.com or by phone; (866) 323–5404 x2.