

## MYRA GRANT APPLICATION REGISTRATION AND

### LOG-IN INSTRUCTIONS

Click on <https://www.grantinterface.com/Home/Logon?urlkey=myra>

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You may choose to bookmark the log-in website address.  
If you have difficulty accessing this site, please use browsers such as  
Google Chrome, Mozilla Firefox, or Safari.

**New users** must first register by clicking “Create New Account” on the log-in page.

**Returning users** log on using your e-mail address and password. Do not create a second new user account. If you forget your password, the system will assist you with a reminder.

### THE REGISTRATION PROCESS

The registration process has four sections:

1. Organization information
2. Individual user information
3. Executive Director Contact information
4. Selecting your user password

The registration process is pretty straight forward; however, in some cases, certain factors may make the process more complex.

- Each individual is linked to a single organization.
- If you are submitting applications for different organizations, you will need to register each organization separately using a different email address for each organization.
- If you are applying for two grants from one organization, you need only register once.
- During the organization registration process, you cannot save partial information; therefore, you should gather all required information before beginning the registration process.
- Your user account ID is your e-mail address.
- As part of the online grant application system, you may receive emails related to your request. These emails will be sent from: [administrator@grantinterface.com](mailto:administrator@grantinterface.com). To ensure you receive these emails, please add this address to our safe sender list.

### Updating your registration information

To update your user information, click on your name at the top right corner of the screen and select “Edit Profile” from the drop-down menu. To update your organization’s information or executive officer’s information, email [info@myrafoundation.org](mailto:info@myrafoundation.org).

### THE APPLICATION PAGE

After you have registered, you will be directed to the Apply Page. On the top right side of the screen, you will see a blue “Apply” button. Click on the “Apply” button to start a NEW application.

## THE APPLICATION DASHBOARD

- Navigate to this page by clicking on the “home” icon in the top navigation bar. This is your homepage to check the status of your grant(s) or to continue working on an application in draft. This page will display the form you just completed, the status of the form, and the next form in the process.
- From this page, you can download completed application forms and see the status of the form you have submitted. If you have saved but not submitted an application form, you must access the form on this page to complete and submit the form.
- After the Myra Foundation Board of Directors meet, you can also check whether or not a grant has been awarded and any information about required follow-up forms for awarded grants.
  - The term “follow-up” describes an upcoming or pending event such as an agreement to be submitted after a check has been received or when a final report is due.

### Uploading Files for Your Application

- Acceptable file types for uploading with your application are: Microsoft Word/Excel, .JPG files and Adobe PDF (PDF) files.
- Only one file can be uploaded per question. Multiple documents including photos must be combined into one file and then uploaded one at a time.

### -----Online System Tips-----

1. The character counter includes spaces as well as characters.
2. A user will be automatically logged out of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
3. Please remember to regularly save your work. The system will auto save every 20 minutes.
4. You may choose to prepare your response in a document outside of the online system (e.g. Microsoft Word) and then copy and paste the text into the online form. Formatting in Microsoft Word will likely not transfer to the response area when pasted into the online system.
5. It is advisable to download copies of all submitted forms to your computer.
6. If you do not provide an answer for one of the required questions, you will not be able to submit your application. Required questions are noted with an asterisk\*.
7. Remember to click SUBMIT Form when you are finished.
8. Once your application has been submitted, it is no longer available for editing. If you need to make a correction to the submitted form, contact [info@myrafoundation.org](mailto:info@myrafoundation.org).