

GOAPPLY USER GUIDE



A GUIDE FOR GOAPPLY USERS/APPLICANTS

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INTRODUCTION

Pinebelt 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 Pinebelt Foundation. Once the next phase is available to you, you will see it in your Applicant Dashboard.

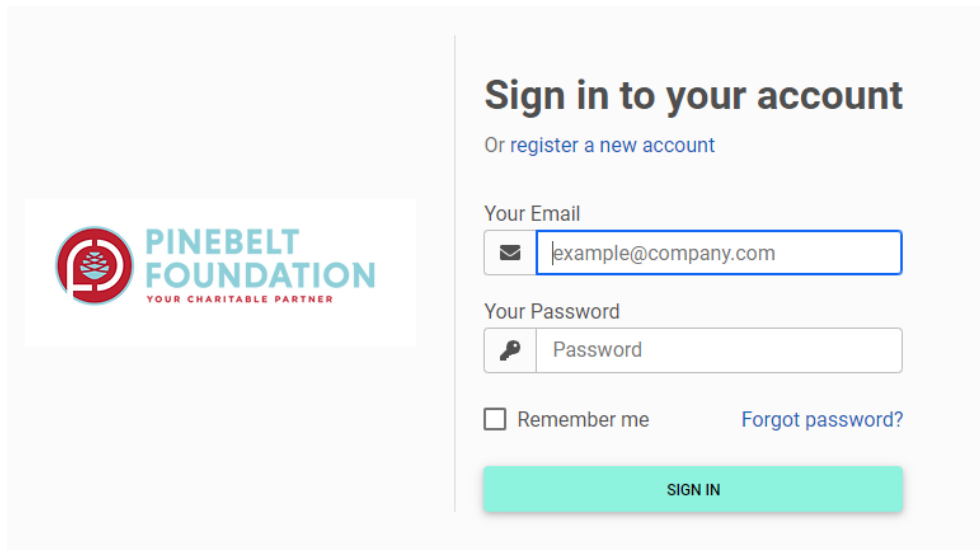
Please note, the screenshots in this guide are to be used for general reference, the appearance GOapply or any related emails may be different in your experience due to formatting and branding, however the functionality remains the same.

GETTING STARTED

You will need to register your account.

REGISTER

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.



The screenshot shows a sign-in page for the Pinebelt Foundation. On the left is the Pinebelt Foundation logo, which consists of a red circular icon with a stylized tree and the text "PINEBELT FOUNDATION" in blue and "YOUR CHARITABLE PARTNER" in red below it. The main heading is "Sign in to your account" in bold black text. Below this is a link "Or register a new account" in blue. There are two input fields: "Your Email" with a blue border and a placeholder "example@company.com", and "Your Password" with a grey border and a placeholder "Password". Below the password field is a checkbox labeled "Remember me" and a link "Forgot password?". At the bottom is a teal "SIGN IN" button.



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.

AS AN INDIVIDUAL

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



Fill out this information to create your account

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

REGISTER

Fill in the form with your information. 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.

Next, **verify your email**. You should have a verification link in your inbox. 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.



Registration completed successfully

Please check your inbox for the email verification to continue

RETURN TO LOGIN



Verify your email

To verify your email address, and activate your account, click on the button below.

If you did not make this request, then you can ignore this email.

VERIFY MY EMAIL

Note: This link is only valid for 24 hours. If the link has expired please reply to this email to request a new verification link.

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AS AN ORGANIZATION



Search for your Organization

Choose your region:

United States

Canada

Search by Charity Employer Identification Number (EIN)

Every charity has its own unique federal employer identification number (EIN), which it obtains by applying to the IRS. An EIN is typically a nine-digit number, shown like 12-3456789. A few charities have EINs with eight or fewer digits (normally shown with a leading zero like 01-2345678).

[US IRS Tax Exempt Organization Search Tool](#)

EIN / Tax ID

[Skip, manually enter](#)

Search

Click register a new account on the log in screen and select Organization. You will then need to choose your country and apply either with a Tax ID or Business Number or through manual data entry.

We'll walk through each option below.

WITH TAX ID


Enter your Tax ID then Search. If you don't know your Tax ID, click on the US IRS Tax Exempt Organization Search Tool to find it. After inputting your Tax ID, GOapply will search for your organization then ask you to confirm that it is correct on the next screen. If your organization is correctly displayed, click Select. Or you could Search Again or click Skip, manually enter.



Organizations matching: 37-1235999

[Search again](#) [Skip, manually enter](#)

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

 416 Fairmont Dr
Decatur, IL 62526

 501(c)(4) Public Charity

Select

You'll then be taken to your Organization Profile. Your organization's information will autofill, but you'll need to enter your contact information. The email address you enter will be what you use to log in. Click Register.



Fill out this information to create your account

* Organization Name		EIN / Tax ID	
<input type="text" value="AMERICAN ASSOCIATION OF UNIVERSITY WOMEN"/>		<input type="text" value="37-1235999"/>	
Address line 1			
<input type="text" value="416 Fairmont Dr"/>			
Address line 2			
<input type="text"/>			
* City	State	* Zip code	
<input type="text" value="Decatur"/>	<input type="text" value="IL"/>	<input type="text" value="62526"/>	
* First Name	* Last Name		
<input type="text"/>	<input type="text"/>		
* Email	* Confirm Email		
<input type="text"/>	<input type="text"/>		
* Password	* Confirm Password		
<input type="text"/>	<input type="text"/>		

REGISTER

From there, Pinebelt Foundation will need to approve your registration. You will be notified via email when you have access to GOapply.

MANUAL ENTRY

If you choose to register manually, you'll be taken directly to your organization profile. Fill in the form with your organization's information and your contact information. The email address you enter will be what you use to log in. Click Register. Pinebelt Foundation will need to approve your registration. You will be notified via email when you have access to GOapply.



Fill out this information to create your account

* Organization Name EIN / Tax ID

Address line 1

Address line 2

* City State * Zip code

* First Name * Last Name

* Email * Confirm Email

* Password * Confirm Password

REGISTER

You'll then be taken to your Organization Profile. Your organization's information will autofill, but you'll need to enter your contact information. The email address you enter will be what you use to log in. Click Register.

From there, Pinebelt Foundation will need to approve your registration. You will be notified via email when you have access to GOapply.

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](#).

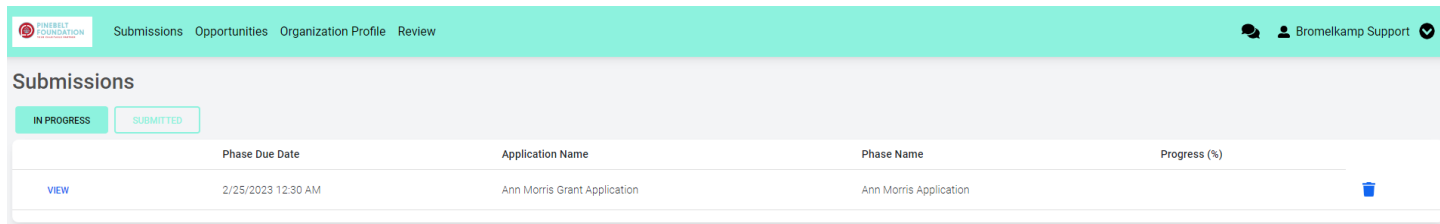
DASHBOARDS

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](#).

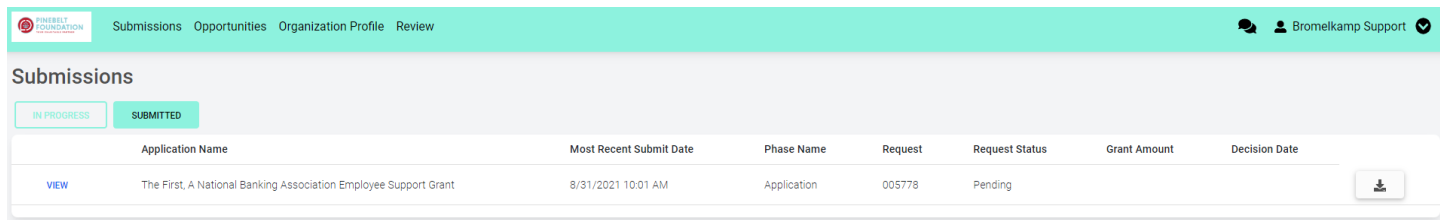


Submissions: The Submissions dashboard shows which applications you have in progress and allows you to view your submitted applications.

- **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.



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 Pinebelt Foundation 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

██████████


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.

 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, contact Caroline Nurkin at 601-583-6180 or caroline@pinebeltfoundation.org.