

## Instructions for Using the Online Grant Portal

### -----How to read each proposal online -----

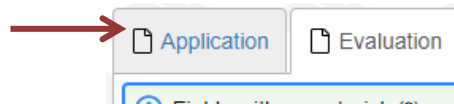
1. Login to the grant portal by clicking the [link here](#)
2. Your username is your email address and your password is *WeRaise1*
  - a. Click “forgot password” if needed

3. Click “Staff Evaluator” to access the list of the grant proposals

4. Click pencil/paper icon to access the evaluation (on the far right)



5. Click the tab, “Application”



6. Click “Evaluation” to complete the evaluation when you have finished reading the proposal.

7. To return to the list of proposals, click the house icon (top left) and start again at #3

### -----How to add your comments and questions to each proposal -----

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4. Click pencil/paper icon to access the evaluation (on the far right)



5. Answer the questions and then click “Save” at the bottom

- a. The system automatically saves your work as well

6. To return to the list of proposals, click the house icon (top left) and start again at #3