

Guide to Locating and Resuming an In-Progress Application

Many applicants are running into an issue where it appears that they've lost all of their saved application information. Fortunately, this most likely is not the case and it may be due to some confusion where numerous applications were open and coincidentally saved into your account with no information attached.

This guide will help you identify which application in your portal is the one you had started and saved.

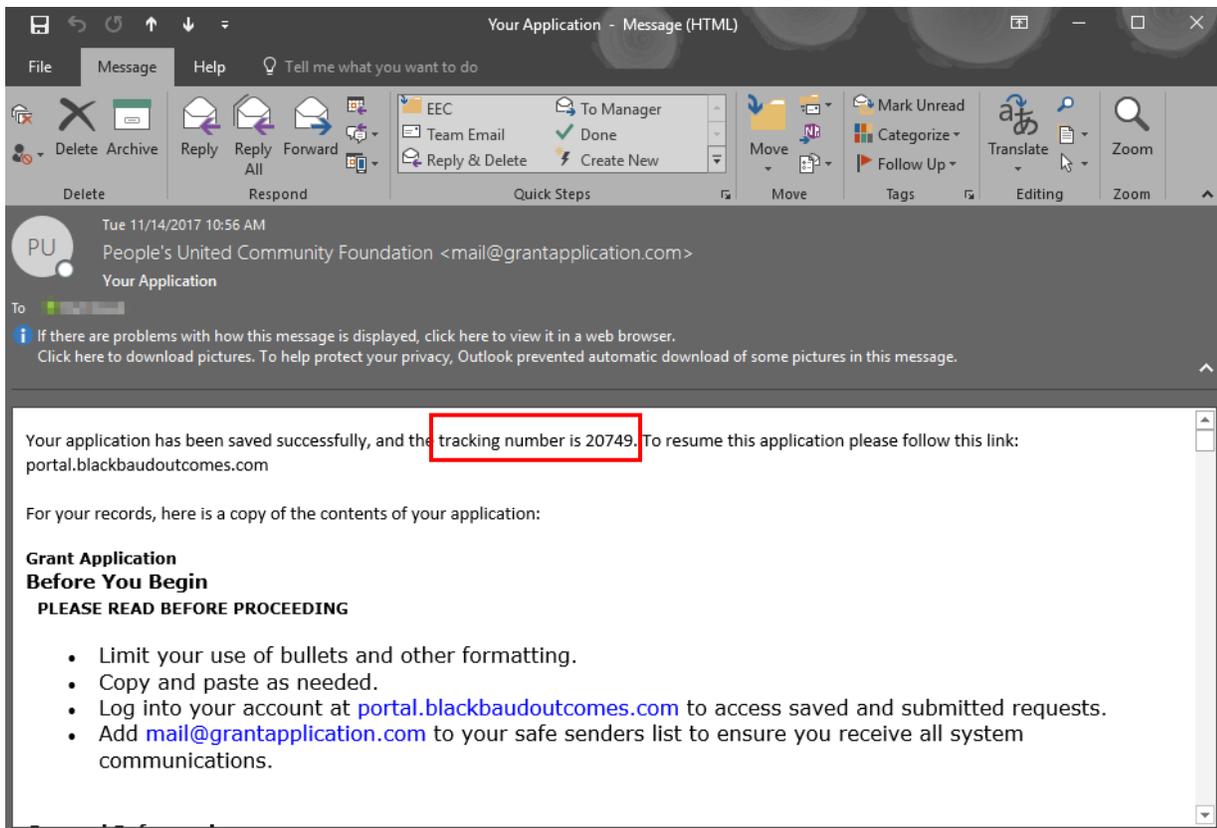
If at any point in filling out a grant application you clicked "Save & Finish Later" you should have received an email with a Tracking ID and the contents of your in-progress application.

FOLLOW THESE STEPS TO RETRIEVE YOUR SAVED APPLICATION

1. Locate *Save and Finish Later* Email

A few moments after choosing Save and Finish later, the grant system will send an email to the log in email address of the applicant.

The applicant should open this email and verify that the contents of the application match that of the most complete application to date. The applicant should note the tracking number.

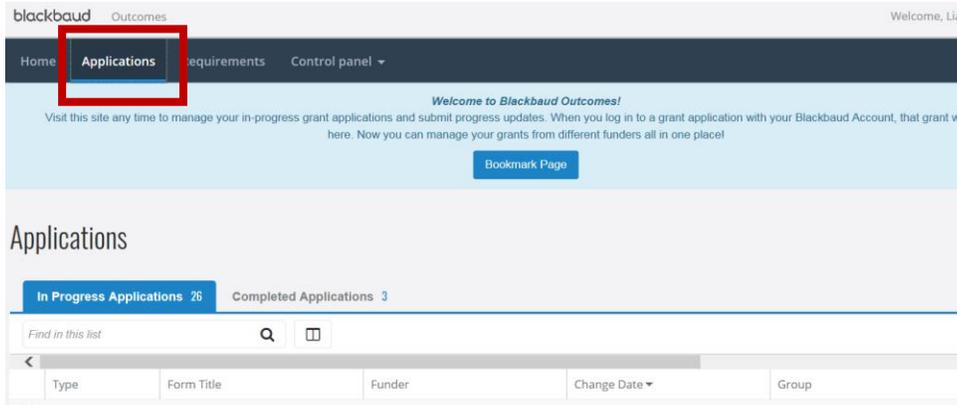


2. Login to Applicant Portal using the link in your email

Follow the instructions in the email, to navigate to *portal.blackbaudoutcomes.com*

Sign into your account using the same email address originally used to access the application.

Select the Applications Tab



3. Locate the correct application

If you have numerous applications listed in your portal view then use the following tips to locate the application with your saved information.

Tip 1: If you've named your project title and/or put in a request amount in the application you started, the Request Amount and Project Title columns will display the information vs. a blank application which will show a \$0 Request Amount and a blank Project Title.

Request Amount	Project Title
\$0.00	
\$100.00	PROGRAM NAME

Tip 2: If there are multiple entries with similar columns, or all rows are blank, use the following method to ensure selection of the proper application.

Hover your mouse over the 'Grant Application' form title and in the lower left hand corner of the browser a window will display a link which includes the tracking number

The screenshot shows a web interface titled "Applications". At the top, there are two tabs: "In Progress Applications 26" (selected) and "Completed Applications 3". Below the tabs is a search bar with the text "Find in this list" and a search icon. The main content is a table with the following columns: "Type", "Form Title", "Funder", "Change Date", and "Group". The table contains several rows, all with "Single Stage" in the "Type" column and "Grant Application" in the "Form Title" column. The "Funder" column for all rows is "Peoples United Bank". The "Change Date" column shows dates: "Nov 15, 2017" for the first row and "Nov 14, 2017" for the others. The "Group" column shows "Only r" for all rows. A red box highlights the "Grant Application" text in the first row's "Form Title" column, and a black arrow points to it. Below the table, the browser's address bar shows the URL "https://www.grantrequest.com/SID_5809?AID=20749&8BA=1", with the tracking number "20749" highlighted in a red box.

Type	Form Title	Funder	Change Date	Group
Single Stage	Grant Application	Peoples United Bank	Nov 15, 2017	Only r
Single Stage	Grant Application	Peoples United Bank	Nov 14, 2017	Only r
Single Stage	Grant Application	Peoples United Bank	Nov 14, 2017	Only r
Single Stage	Grant Application	Peoples United Bank	Nov 14, 2017	Only r
Single Stage	Grant Application	Peoples United Bank	Nov 14, 2017	Only r
Single Stage	Grant Application	Peoples United Bank	Nov 14, 2017	Only r
Single Stage	Grant Application	Peoples United Bank	Nov 14, 2017	Only r

Continue to hover your mouse over each grant application title until you locate or match to the tracking number in the *Save and Finish Later* email you received.