

## Individual Artist Awards

### E-Grant FAQ's

- 1. How do I register to use this system?**  
To register on the system, select "Register" on the main page. Enter your user information and click "Proceed".
- 2. I am a registered user. How do I log onto the system?**  
To log onto the system, simply enter your login name and password, and click "Login".
- 3. How do I change my password?**  
At the top of any screen within the system, click "User Info". You can change your organization name, password, contact name and contact email address from this page.
- 4. How do I add a new application?**  
To add a new application, choose the grant type from the dropdown menu on the main menu page and click "Create New Application". The new application should appear on your applications list.
- 5. How do I complete an application?**  
To complete an application on the system, click the application's corresponding green "Edit" button on the main menu page. Click "Save and Next" or "Save and Previous" at the top or bottom of each page to move to the next page. If you'd like to quit and continue working on the application later, click "Save Your Work" before logging out of the system. When you log back onto the system later, you can click the application's "Edit" button and continue completing the application from your previous point.
- 6. How do I contact an administrator?**  
To contact an administrator, first click "Save Your Work", at the bottom of the page on which you are working, select "Main Menu", from the menu at the top of your page, click the black "Email" button under the application "Actions" column. Your default email program should then open a new composition window with an address in the recipient field.
- 7. Where are the guidelines for this application?**  
If the application has documented guidelines, first click "Save Your Work", at the bottom of the page on which you are working, select "Main Menu", from the menu at the top of your page, click the blue "Guides" button under the application "Actions" column. If the application has no documented guidelines, please refer to the application's "Instructions" page for detailed documentation.
- 8. How do I make changes to an application?**  
To make changes to an application, click the green "Edit" button under the application "Actions" column, and you will be taken to the main application page. From here, you can view information about the application, make changes or submit the application.
- 9. How do I delete an application from my list?**  
To delete an application from your application list, click on the red "Delete" button under the application "Actions" column. After confirming the deletion, the application will be removed from your list of open applications.
- 10. How do I submit my application once it's completed?**  
After reviewing your completed application, go to the main page for the application you wish to submit by clicking its corresponding green "Edit" button. Navigate through your

application by clicking "Save and Next" until you reach the Check and Submit page. The system will not let you submit an incomplete application, and you will be instructed to go back and fill in any missing information before you press the submit button.