

Create Your Account

How to create an account on FCH's online portal:

Select '**Create New Account**' located directly below the password field on the Logon Page.

After creating an account and filling in the information for your organization and/or fiscal sponsor, you will receive an email from the system with next steps.

If you no longer have access to your password, please click '**Forgot your Password?**' and follow the prompt.

Have an account but are unsure what email address you used?

Please contact FCH's Program Lead, Sarah Allyn, at sarah@fchealth.org or **860.364.5157**.

Logon Page

Email Address*

Password*

Log On Create New Account

Forgot your Password?

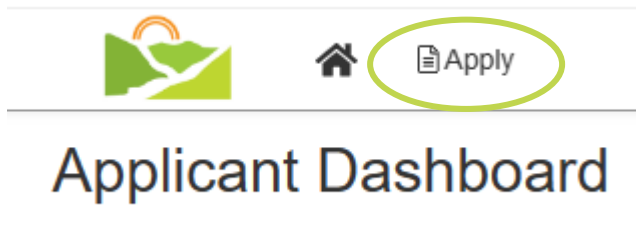


We're here to help! Contact FCH's Program Lead, Sarah Allyn, via email at sarah@fchealth.org or call **860.364.5157** if you need additional support.

Apply to a Program

How to apply for on FCH's online portal:

Log in troubles? Click 'Forgot your Password?' button on the logon page and follow the prompt.



Click the '**Apply**' button near the top of the screen. You will then see a list of current programs accepting applications. Please read each description carefully to make sure you are applying to the correct program.

Fill out the required sections and upload any supporting materials. **The portal will save your work as you go.**

If you would like to view the application questions and required materials before working on your application, there are a few options. You can click '**Preview**' before entering the application or you can download a PDF by clicking the '**Question List**' button after entering the application.

Once you have filled out your application, please review for completeness and accuracy.

Click '**Submit Application**' or click '**Submit LOI**' at the bottom of the page.

You will be able to access your submitted application and download a PDF if you need to review it later.



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Submitting Reports

How to complete and submit reports *after* receiving funds:

Log in troubles? Click 'Forgot your Password?' button at logon page and follow the prompt.

After you receive funding, there are often required follow ups to be completed in our [online portal](#). These will vary from program to program. On the home page, you will see 'Follow Up Forms' under the program you received funding from.

This page details who the follow-up is assigned to, associated due dates, and the follow-up's status.

Capacity Building

Process: Capacity Building Grant Program

Application Submitted View Application
Decision Approved

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	ACTIONS
					<input type="button" value="Start"/> <input type="button" value="Preview"/> <input type="button" value="View"/>

Depending on the status of your report, you will see a variety of buttons on the right in the 'Follow Up Forms' section.

'Start' or 'Continue' will show up on follow ups that are ready to be worked on or completed.

'Preview' refers to follow up forms that are assigned but are not yet available to the applicant to be worked on. This appears when there are steps for FCH staff to complete before it is filled out and completed.

'View' will show up next to completed follow ups and allows you to see what you previously submitted.

Fill out the required materials and upload any supporting materials. **The portal will save your work as you go.**

Once you have filled out your report, please review for completeness and accuracy. Click 'Submit' at the bottom of the page. You will be able to access your submitted report and download a PDF if you need to review it later.



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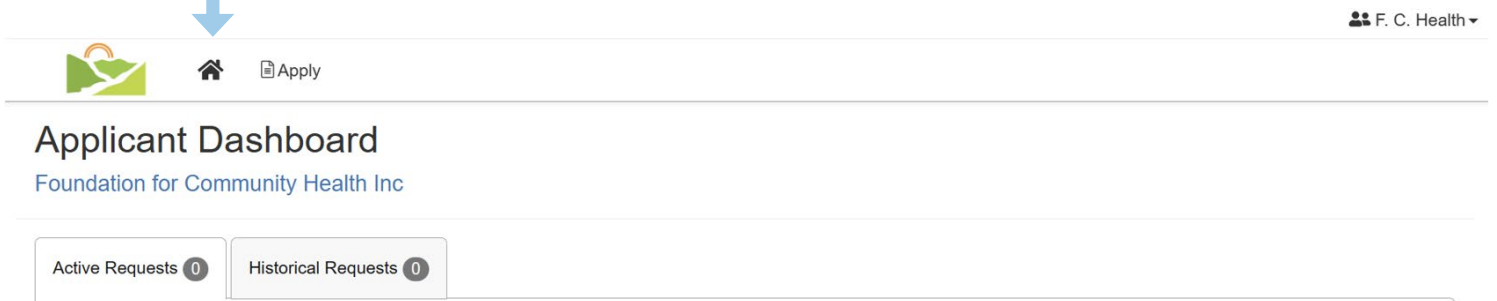
Dashboard Overview

How to navigate your dashboard:

Log in troubles? Click 'Forgot your Password?' button on the logon page and follow the prompt.

Clicking the home icon any time within the portal will bring you back to this screen

By clicking the arrow beside your name, you can edit your applicant profile and/or sign out.



The screenshot shows the top navigation bar with a home icon, an 'Apply' button, and a user profile 'F. C. Health' with a dropdown arrow. Below the navigation bar is the 'Applicant Dashboard' header for 'Foundation for Community Health Inc'. Two tabs are visible: 'Active Requests' (0) and 'Historical Requests' (0). Blue arrows point from the explanatory text to the home icon, the user profile arrow, and the 'Active Requests' and 'Historical Requests' tabs.

'Active Requests' show any applications in progress, undecided, approved, or requests with follow-ups assigned (reports).

'Historical Requests' are defined as any project that has concluded ('Closed'), denied, or not submitted ('Abandoned').



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