Create Your Account

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

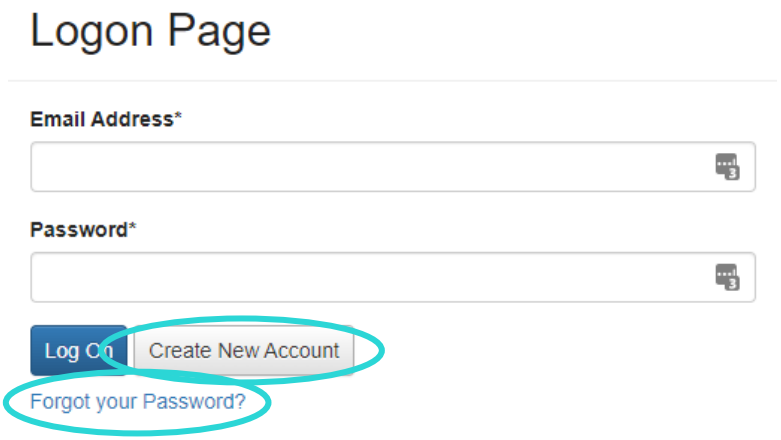
Select **'Create New Account'** located directly below the password field on the Logon Page.

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 aren't sure what email address you used?

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



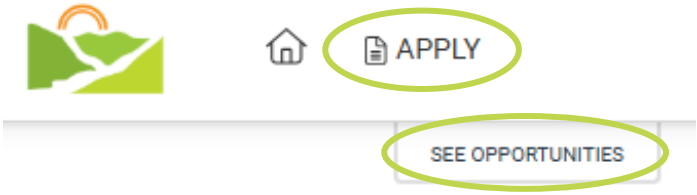
We're here to help! Contact FCH's Program Lead, Sarah Allyn, via email at sarah@fchealth.org or call 860.364.5157 if you need additional support.

Apply for a Grant

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'** or **'See Opportunities'** buttons near the top of the screen. You will then see a list of current grant 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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Submit Grant Reports

How to complete and submit required post-grant reporting on FCH's online portal:

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

After you receive a grant, there are often required follow ups to be completed in our **online portal**. These will vary from program to program. The home page details who the follow-up is assigned to, associated due dates, follow-up's status, and documents related to the grant.



Each grant with associated follow ups is detailed and displayed on the home page.



The **'Action Needed'** column contains drafted applications or reports that still require work, and the **'No Action'** column shows submitted applications with no follow ups due.

The **'Completed'** column refers to approved grants with all follow ups complete, and **'Historical'**, which lists denied & abandoned requests and grants that have been closed.

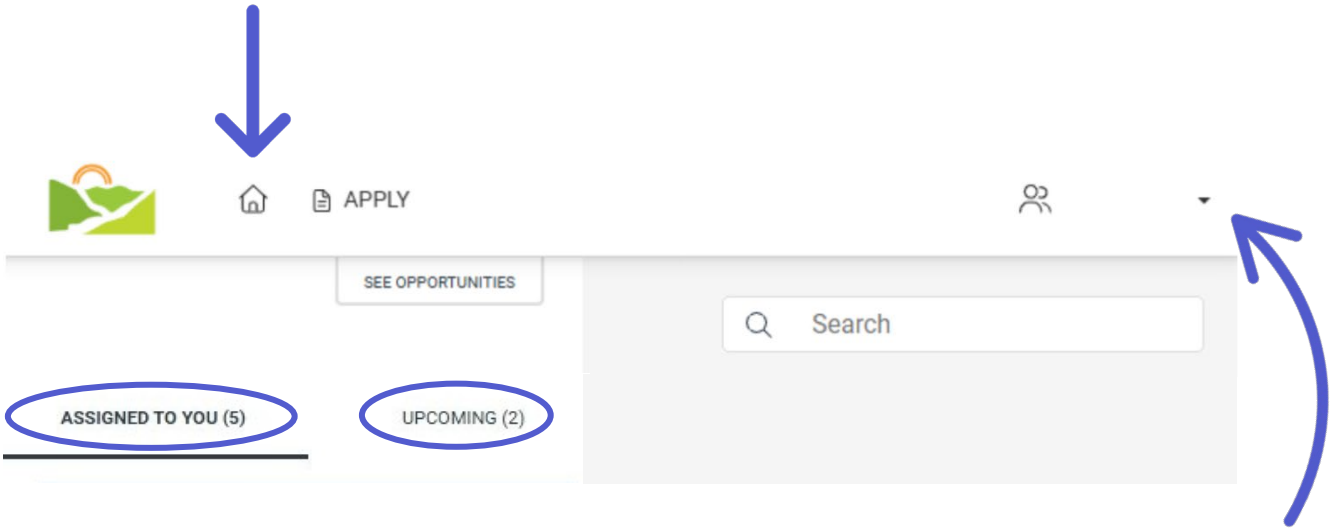
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Dashboard Overview

How to navigate your dashboard on FCH's online portal:

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

Clicking the home icon at any time will bring you back to the home page.



The **'Assigned to You'** column shows currently due or past due grant reports and applications still in draft. The **'Upcoming'** column shows grant reports with approaching deadlines.

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

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