

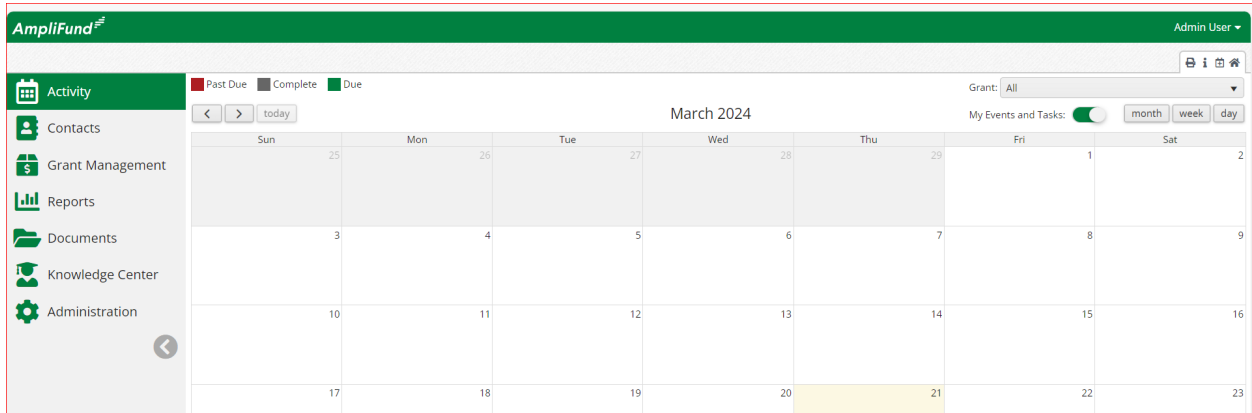
Portal Access

To return to the opportunity application after it has been saved.

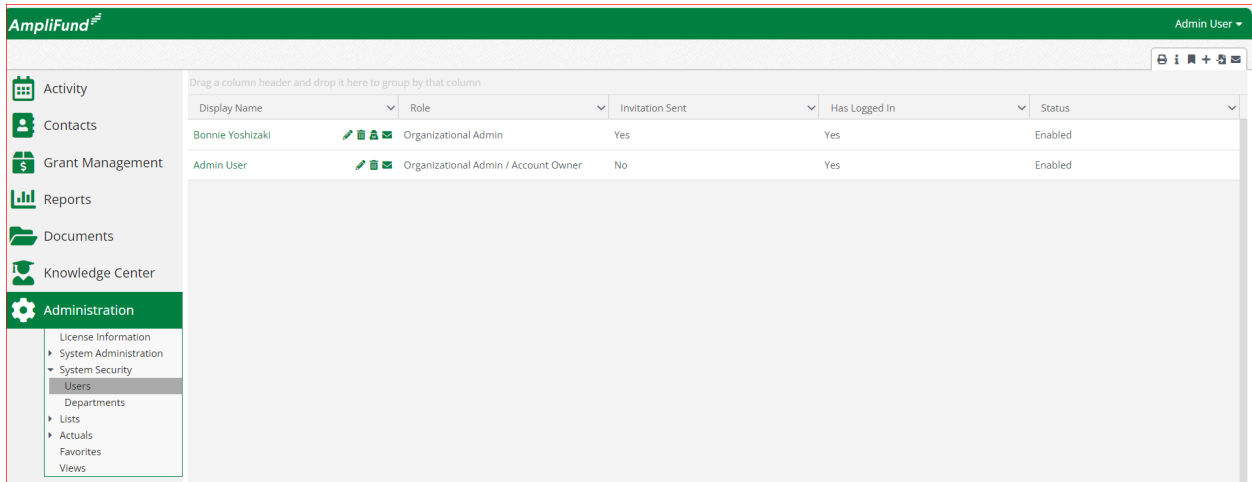
The recipient will need to access the application through the Portal Access in the AmpliFund account. Administration -> System Security-> User

See examples below.

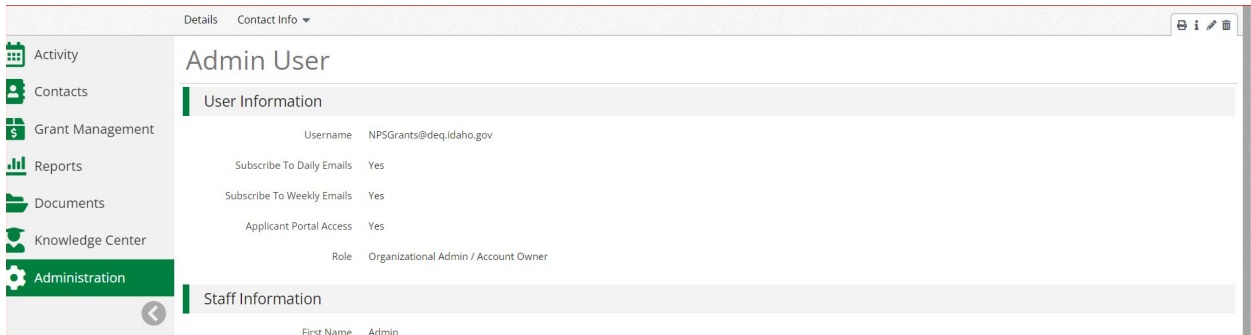
Go to the main page.



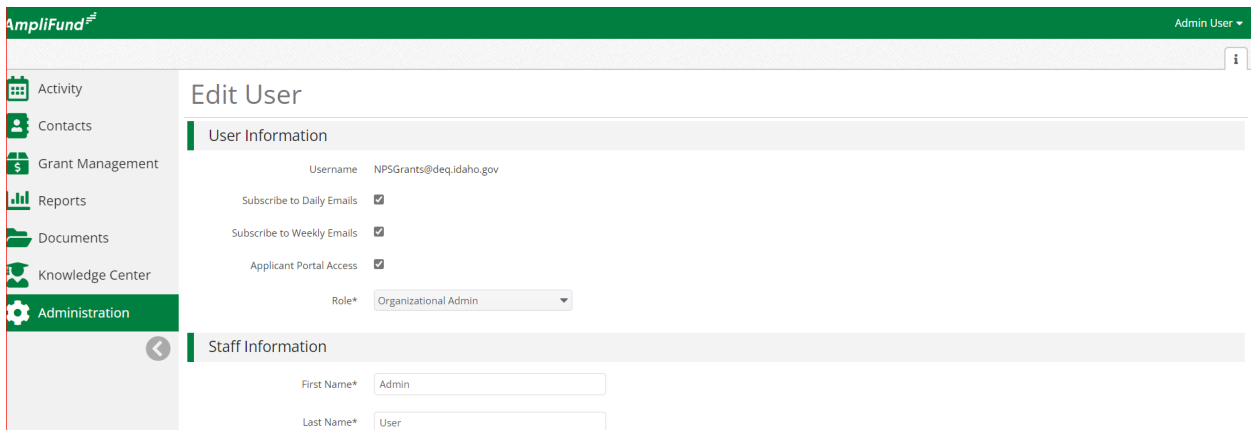
Click Administration-> System Security-> User. The user list will populate then click the name of the user, a new page will appear for that user.



On this page click the edit pencil on the top right hand side. The edit page will open.



In the edit user page click the Applicant Portal Access and update at the bottom of the page.



After the page has been updated click the dropdown by the user name on the top of the page. Click Applicant Portal and it will take you to the application that was previously started.

