

How to add multiple users to the grant application in SmartSimple

The Project Director is the only person who has access to the grant application in SmartSimple unless the Project Director adds other users to the grant application. The Authorizing Official also has access to the grant application if they have a SmartSimple login (Authorizing Officials are not required to have a SmartSimple login. Multiple people can be added as a “Contact” to the grant application, but only one person can work on the grant application at a time.

To add multiple individuals to a grant record is a two-step process. The Project Director must be the person to add the “Contacts”. First you will need to add the “Contact” to the Organization Profile then you will add the “Contact” to the grant application. Follow the steps below.

1. The Project Director needs to login to mcaca.smartsimple.com
2. On the SmartSimple home screen, click on “Organization Profile”.

The screenshot shows the SmartSimple home screen. At the top, there is a navigation bar with links for "Change Password", "Grantees", "Test Organization 1 (non-county)", "Privacy & Security", and "Clark Kent (test)". Below the navigation bar, there is a main heading "Welcome to the Michigan Council for Arts and Cultural Affairs Portal". Underneath, there is a paragraph of text and a link to "Applications and Grants". The main content area is divided into two sections: "My Profile" and "My Opportunities".

My Profile

Please fill out your profile by clicking on the icon(s) below. Once you have completed your profile, you may begin your application. You may need to refresh your browser or login again to see all available opportunities.

- Organization Profile
- Personal Profile
- User Management

My Opportunities

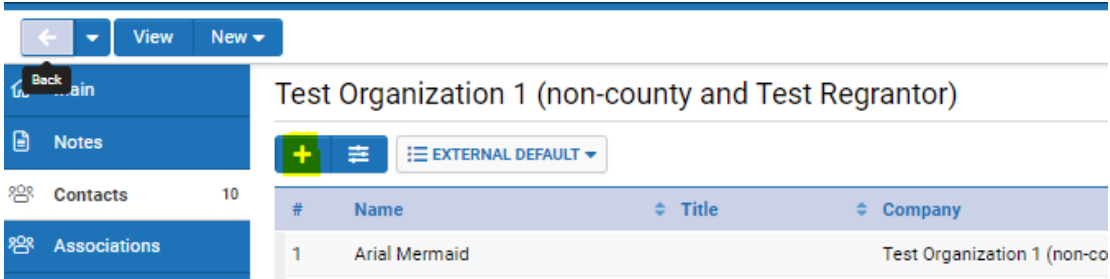
Listed below are the program(s) for which you may be eligible. Click on an icon below to begin your application.

- Capital Improvement
- New Leaders
- Operational Support
- Minigrants Arts Project
- Minigrants POD

3. Click “Contacts” on the left side menu

The screenshot shows the SmartSimple application interface. On the left side, there is a navigation menu with options: "Main", "Notes", "Contacts", "Associations", "Related Organi...", and "Grants". The "Contacts" option is highlighted in green. The main content area shows the "Test Organization 1 (non-county and Test Regrantor)" page. The "Contacts" section is active, showing the "Contact your Organization" form. The form includes fields for "Owner" (Clark Kent (test) (jamie.neel+111@the-inet.com)) and "Status" (Edit). Below the form, there is an "IMPORTANT" notice: "You must complete all the information below (ORGANIZATION INFO) updated prior to starting your application. The information provided in your organ". At the bottom, there are tabs for "ORGANIZATION INFORMATION", "ADA/504 INFORMATION", and "ORGANIZATIONAL HISTC". The "ORGANIZATION INFORMATION" tab is selected, showing the "Organization Name" field (Test Organization 1 (non-county and Test Regrantor)) and the "Other Common Name" field.

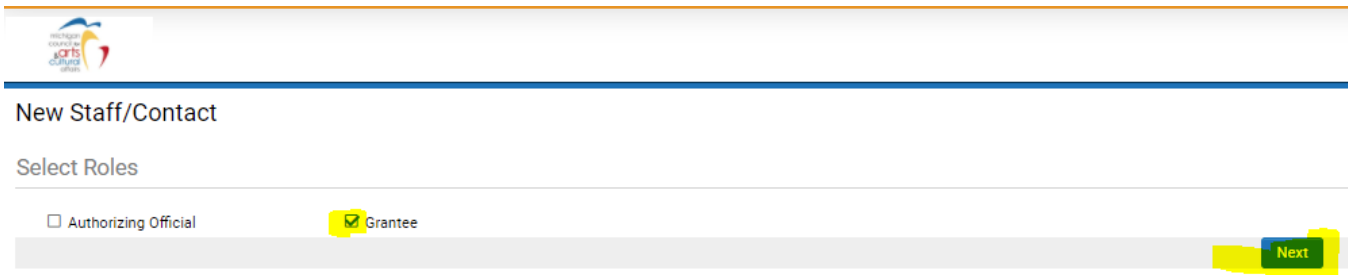
4. Click on the “+” icon below the organization name. If you hover over the “+” icon it says “New Contact”



The screenshot shows a web interface for an organization profile. At the top, there are navigation buttons: a back arrow, 'View', and 'New'. Below this is a sidebar with 'Back' and 'Main' links, and a list of items: 'Notes', 'Contacts' (with a count of 10), and 'Associations'. The main content area is titled 'Test Organization 1 (non-county and Test Regrantor)'. Below the title, there is a green '+', a menu icon, and a dropdown menu set to 'EXTERNAL DEFAULT'. A table below shows a single contact entry:

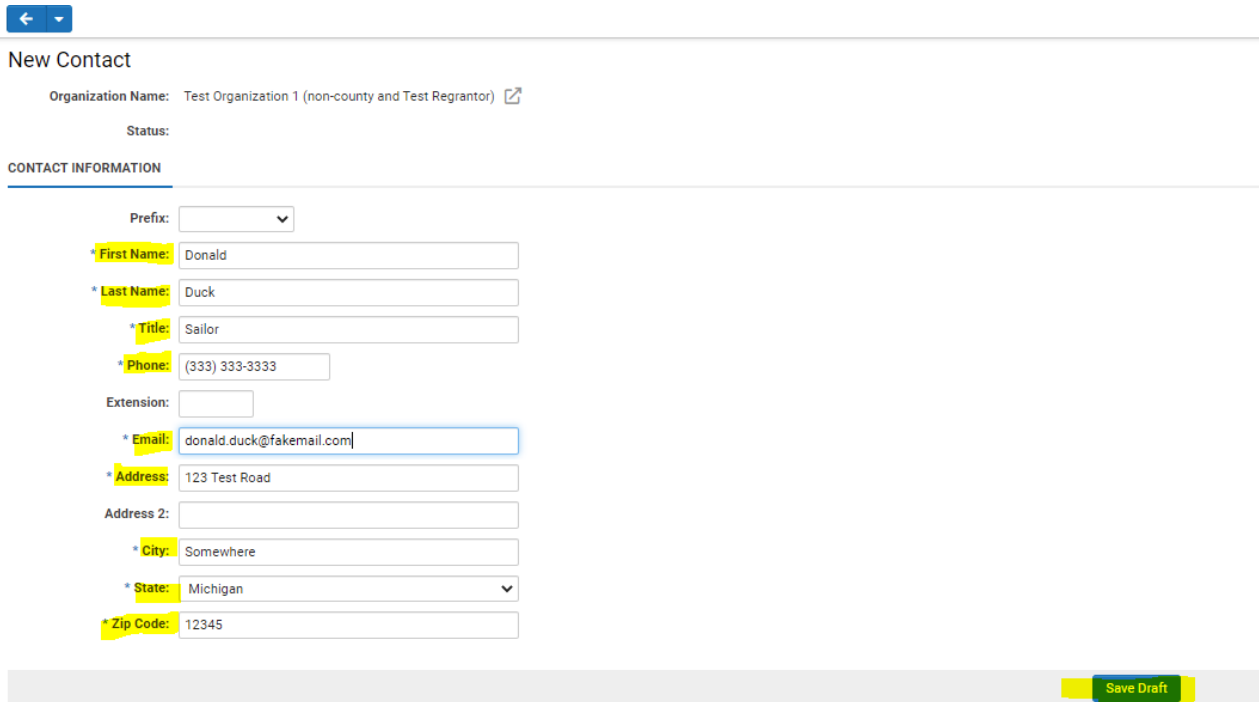
#	Name	Title	Company
1	Arial Mermaid		Test Organization 1 (non-co

5. Click on the box next to “Grantee” then click “Next”



The screenshot shows the 'New Staff/Contact' form. At the top left is the Michigan Council for Jobs & Culture logo. Below the title 'New Staff/Contact', there is a 'Select Roles' section with two checkboxes: 'Authorizing Official' (unchecked) and 'Grantee' (checked). A green 'Next' button is highlighted at the bottom right of the form.

6. Enter in the required information for the new contact. Some fields will auto fill from the Organization Profile.



The screenshot shows the 'New Contact' form. At the top left is a back arrow. Below the title 'New Contact', there is a field for 'Organization Name' with the value 'Test Organization 1 (non-county and Test Regrantor)'. Below that is a 'Status' field. The 'CONTACT INFORMATION' section contains the following fields:

- Prefix: [dropdown menu]
- * First Name: Donald
- * Last Name: Duck
- * Title: Sailor
- * Phone: (333) 333-3333
- Extension: [text box]
- * Email: donald.duck@fakemail.com
- * Address: 123 Test Road
- Address 2: [text box]
- * City: Somewhere
- * State: Michigan
- * Zip Code: 12345

A green 'Save Draft' button is highlighted at the bottom right of the form.

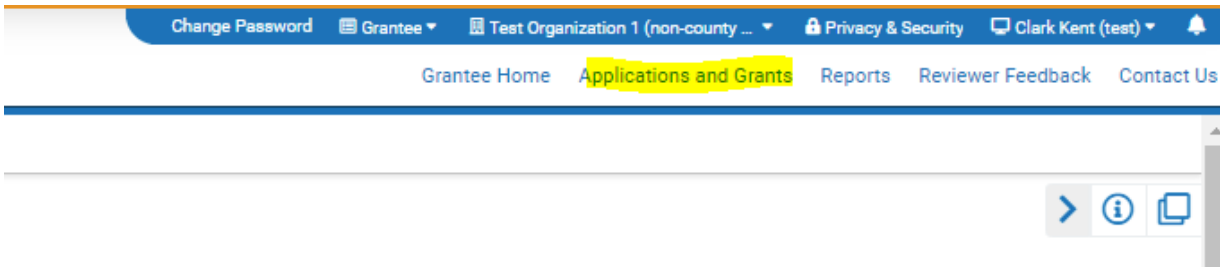
- Next, click on “Activate User Access” (new user will have access to the grant application only) or “Activate Org Owner Access” (new user will have access to the grant application and the organization profile). Once you click one of the “Activate” buttons SmartSimple will send an email to the new user with login instructions.

* State:

* Zip Code:

Save Draft **Activate User Access** **Activate Org Owner Access** Deactivate

- The first step is complete after you activate the new user. Next, click on “Applications and Grants” in the upper right corner to get to the grant application.



- Click “Open” on the specific grant application that you want to add the contact

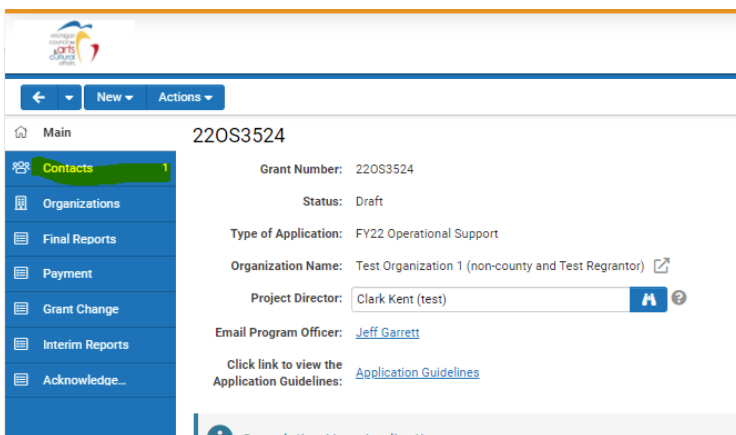
My Applications

Use the tabs below to see your applications and grants in progress. If you have a grant and would like to upload letters to the Governor and your local legislators, click the Acknowledgements tab.

IN PROGRESS (4) SUBMITTED (0) AWARDED (1) NOT AWARDED (0) CLOSED (0) ACKNOWLEDGEMENTS (6)

#	Organization Name	Grant Number	Project Title	Application Type	Amount Requested	Status	
1	Test Organization 1 (non-county and Test Regrantor)	22OS3524		Operational Support		Draft	Open
2	Test Organization 1 (non-county and Test Regrantor)	21PS1425	S is for Strawberry	Project Support	\$16,000	Draft	Open
3	Test Organization 1 (non-county and Test Regrantor)	21PS1343	Testing CI reviews	Project Support	\$80,000	Draft	Open
4	Test Organization 1 (non-county and Test Regrantor)	21OS1421		Operational Support	\$200,000	Draft	Open

- In the grant application click on “Contacts” in the left side menu



11. Click the “+” icon. If you hover over the “+” icon it says “Add”

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#	Full Name	Organization Name
1	Jan Brady (test)	Test Organization 1 (non-county and Test Regra

12. Click the box next to the individual you want to add to the grant application. Then select the role, “Grantee” in the dropdown menu then click “Add”.

Add Contacts

EXTERNAL DEFAULT Search

#	Name	Title	Company	Roles
<input type="checkbox"/>	1	Arial Mermaid	Test Organization 1 (non-county and Test Regrantor)	Grantee
<input type="checkbox"/>	2	Clark Kent (test)	Superman Test Organization 1 (non-county and Test Regrantor)	Grantee, Organization Owner, Reviewer
<input checked="" type="checkbox"/>	3	Donald Duck	Sailor Test Organization 1 (non-county and Test Regrantor)	Grantee
<input type="checkbox"/>	4	Flounder Fish	Test Organization 1 (non-county and Test Regrantor)	Grantee
<input type="checkbox"/>	5	Jan Brady (test)	Test Organization 1 (non-county and Test Regrantor)	Authorizing Official
<input type="checkbox"/>	6	Lois Lane (test)	Reporter Test Organization 1 (non-county and Test Regrantor)	Authorizing Official, Grantee, Organization Owner
<input type="checkbox"/>	7	Reviewer One	Test Organization 1 (non-county and Test Regrantor)	Grantee, Reviewer
<input type="checkbox"/>	8	Reviewer Three	Test Organization 1 (non-county and Test Regrantor)	Grantee, Reviewer
<input type="checkbox"/>	9	Reviewer Two	Test Organization 1 (non-county and Test Regrantor)	Grantee, Reviewer
<input type="checkbox"/>	10	Scuttle Bird	Test Organization 1 (non-county and Test Regrantor)	Grantee

Role to Assign: Grantee

Donald Duck x

Add

13. Now you will see the Authorizing Official and the other individual you added to the grant application under Contacts. Now the other individual you added will be able to login to SmartSimple and work on the grant application.

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+ DEFAULT

#	Full Name	Organization Name	Email	Role	Reviewer	
<input type="checkbox"/>	1	Jan Brady (test)	Test Organization 1 (non-county and Test Regrantor)	jamie.neel+77666@the-inet.com	Authorizing Official	
<input type="checkbox"/>	2	Donald Duck	Test Organization 1 (non-county and Test Regrantor)	donald.duck@fakemail.com	Grantee	