

## Spectrum Online Application Portal User Instructions for Nonprofit Organizations

### Key Features

**Individual IDs and Passwords:** Users simply use their email as an ID and create a personal password. Each user is also linked to the nonprofit(s) for which they want to submit applications.

**Organization Administrators:** This feature allows nonprofits to approve and manage all users who can apply on the organization's behalf. **A nonprofit must designate at least one Organization Administrator** before anyone can access grant applications. We recommend that:

- Organization Administrators should be staff members, not external grant writers. If you are a grant writer, refer to Page 3.
- The first person from your organization to register should opt to be an Organization Administrator
- Your organization designates 2-3 Organization Administrators to prevent delays in user approvals

### How to Register

1. Access the portal through our [Grants Program](#) webpage or go directly to [tmf.spectrumportal.net](http://tmf.spectrumportal.net)
2. Select "Register" on the Welcome page
3. Enter your name, email address and create a password
4. Select "Organization Applicant" from the Portal Access field
5. In the "Search Approved Organizations" field, type your organization's name and click "Search"

**If your organization appears in the search results:**

Select the organization, then click "Copy Address Information From Organization" or enter your personal contact information if it is different.

**If you cannot find your organization:**

- Select "Create a new organization" and enter the organization's contact information.
- **Email the Foundaton at [info@miamifoundation.org](mailto:info@miamifoundation.org) with the subject line "New Organization Requires Approval."** The Foundation must approve organizations new to the system before they can access grant features.
- Please allow up to 48 hours for an approval reply email from the Foundation.

6. Click "Register" at the bottom of the page:

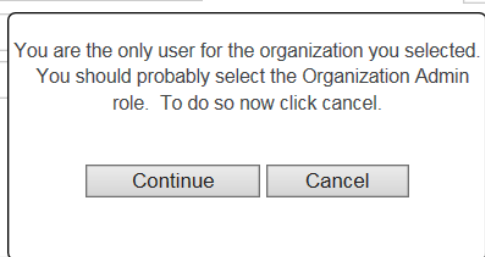
**If you are the first user to register for your organization,** you will see Exhibit A (pg. 2).

- Click "Cancel" to close the pop-up
- In Portal Access add "Organization Administrator"
- Leave "Organization Applicant" checked
- Click "Register" again

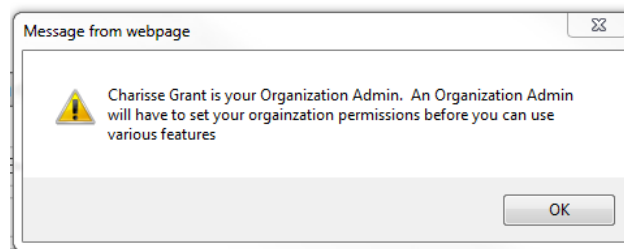
**If another user is already an Organization Administrator,** you will see Exhibit B (pg. 2).

- Click OK and you will be logged in
- You **must contact your administrator** to access grant applications.

## Exhibit A:



## Exhibit B:



7. Once you are successfully logged in, you will see the “Organization Applicant” drop-down menu at the top of the screen. If you are an “Organization Administrator,” you will see a second menu with additional drop-down options.

## To Find Grant Applications

Hover over the “Organization Applicant” tab and you’ll see Home, Available Grants, My Saved Applications, and My Awards. Select “Available Grants” to see programs currently accepting applications.

**Note:** If you do not see any grant programs listed or get a message about not having access, contact your Organization Administrator to set your Application Access permissions, after which you can view available applications.

## Organization Administrator Roles and Instructions

Organization Administrators will receive an automated email from [info@miamifoundation.org](mailto:info@miamifoundation.org) when new users register on behalf of your organization. **Please add this email address to your Safe Senders List.**

Organization Administrators can:

- Set new and existing users’ access permissions for creating, editing and submitting applications
- See the full list of all users registered on behalf of your organization
- Makes changes as needed, including removing users

**To authorize or edit Application Access for users** associated with your organization, follow these steps:

1. Log on to the online application portal using your credentials
2. Hover over the “Organization Administrator” tab and select “Manage Members” to see all users
3. Adjust the “Application Access” for individual users as needed. **The default setting for new users is “None.”** Changing the selection defines what a user can do with applications.
  - View - Allows user to view applications
  - Edit - Allows user to make changes to unsubmitted applications
  - Submit - Allows user to create, make changes and submit unsubmitted applications
  - Admin - Allows user to manage users, create, change, submit, delete unsubmitted applications
  - Mine - Allows user to make changes, submit, and delete their own applications

**Note:** Clicking the box to the left of the user’s name will remove their association with your organization

4. Click “Save Access Changes and Remove Selected Members”

## Notes For External Grant Writers

If you are a grant writer who requires access to multiple organizations, you will need to:

1. Register with any one organization, following the steps on Page 1
2. Log on to the online application portal using your credentials
3. Click on “My Profile”
4. Click “Add an Organization” and search for your organization
5. Highlight the organization
6. Click “Save Profile”
7. To apply for grants under this organization, you can:
  - a. Select the organization on “My Profile” and click “Switch to Selected Organization”
  - b. Log out and log back in, selecting your desired organization

**Note:** If you do not see any grant programs listed under Grant Applicant/Available Grants or get a message about not having access, contact the nonprofit’s Organization Administrator to set your Application Access permissions, after which you can view available applications.

For questions or assistance please email [info@miamifoundation.org](mailto:info@miamifoundation.org) or call 305-371-2711