



*AmpliFund*

# ARPA Training I: Basic Overview

**Will County, IL**

**October 17, 2023**

# Schedule of Sessions

- **Session 1: Basic Overview**
  - October 17, 2023 from 9:30 – 10:30 AM CT
- **Session 2: Payment Requests & Reporting**
  - October 25, 2023 from 12:00 – 1:30 PM CT
- **Technical Assistance, Satellite Office Hours**
  - Mondays 9:30 – 11:30 AM CT
  - Wednesdays 1:00 – 3:00 PM CT





WILL COUNTY

**EXECUTIVE**

**JENNIFER BERTINO-TARRANT**

*Technical Assistance*

**AMPLIFUND**

**SATELLITE OFFICE HOURS**

**FOR WILL COUNTY ARPA SUBRECIPIENTS**

**WEEKLY, STARTING OCTOBER 11TH**

**COUNTY OFFICE BUILDING**

**CONFERENCE ROOM B**

**(LOCATED ON THE 2ND FLOOR)**

**MONDAYS ~ 9:30 - 11:30AM**

**WEDNESDAY ~ 1PM - 3PM**

**THE COUNTY EXECUTIVE OFFICE WILL BE HOSTING SATELLITE OFFICE HOURS TO OFFER HANDS-ON TECHNICAL ASSISTANCE FOR WILL COUNTY ARPA GRANT SUB-GRANTEES WHO ARE MANAGING AMPLIFUND**

# Overview of Actions to Complete in AmpliFund

## Login to AmpliFund

Access AmpliFund: <https://gotomygrants.com>

## Navigation

How to navigate in AmpliFund

## View & Edit Award

Review Award details and add Recipient Grant Manager

## Post-Award Review

View Budget, Documents, Payment Requests, and other Tools

## Add Users

Add and invite other Users from your organization

## Support

AmpliFund & Will County Help & Support

# Basic Overview

<https://gotomygrants.com>

# Navigation Elements

The screenshot displays the AmpliFund dashboard interface. A red box highlights three key navigation elements:

- 1. Left Navigation:** A vertical sidebar on the left containing icons and labels for Activity, Contacts, Grant Management, Reports, Documents, and Administration.
- 2. User Navigation:** A dropdown menu in the top right corner showing the user's name 'Rich Paul' and a list of icons for account management, message center, support, and other functions.
- 3. Icon Toolbar:** A set of icons located below the user dropdown, used for performing page-specific actions.

The main content area shows a calendar for April 2020 with a grid of dates. The calendar includes a legend for 'Past Due' (red), 'Complete' (grey), and 'Due' (green). The current date is 'today' (April 1st, 2020). The calendar also features a 'Grant' dropdown set to 'All' and a 'My Events and Tasks' toggle set to 'on', with view options for 'month', 'week', and 'day'.

- 1. Left Navigation** – shows on every page
- 2. User Navigation** – dropdown includes options for account information, change password, message center, support, terms and conditions, applicant portal, and logout
- 3. Icon Toolbar** – displays icons to perform functions available on the current page, icons vary based on page

# Post Implementation Support

## Submit a support ticket:

[support@amplifund.zendesk.com](mailto:support@amplifund.zendesk.com)

## Visit the support portal:

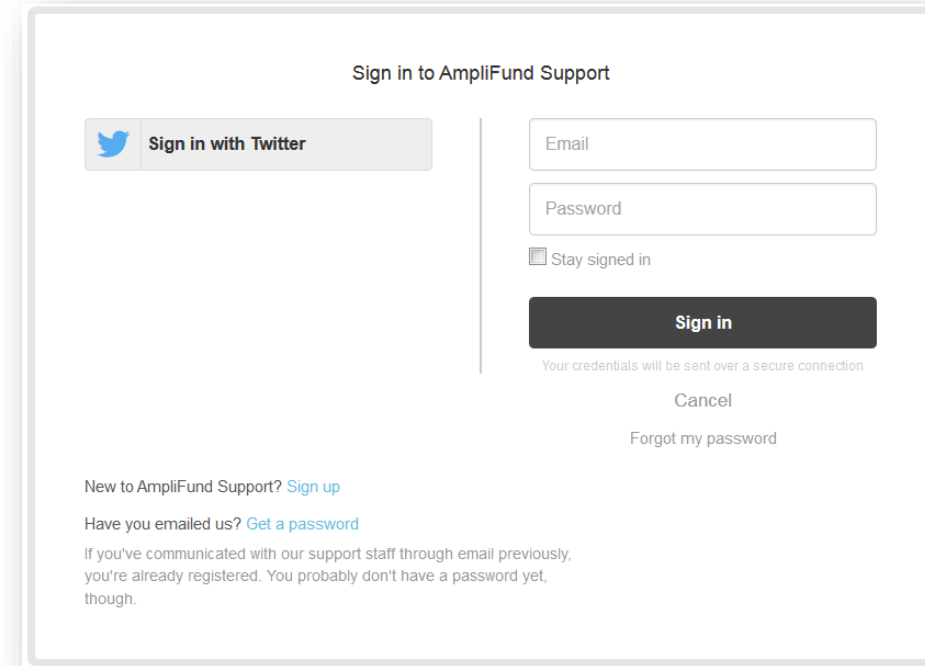
<https://amplifund.zendesk.com>

## Supported Browsers:


- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+

# AmpliFund Support Site

1. Go to <https://amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from [support@zendesk.com](mailto:support@zendesk.com) will be sent to you via email
8. Click the link to set your password



Sign in to AmpliFund Support

 Sign in with Twitter

Email

Password

Stay signed in

**Sign in**

Your credentials will be sent over a secure connection

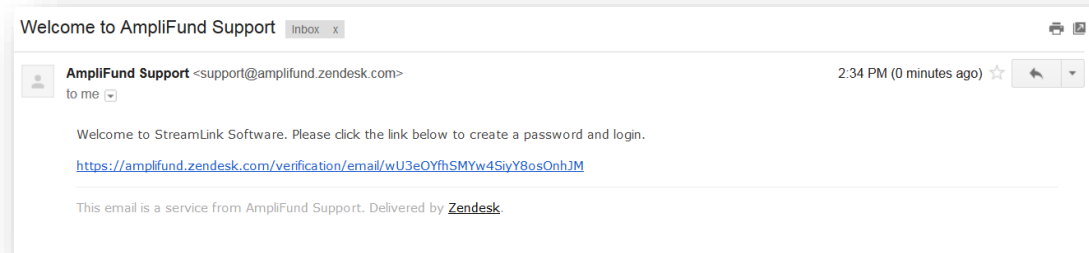
Cancel

[Forgot my password](#)

New to AmpliFund Support? [Sign up](#)

Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.





# AmpliFund Support Site

**AmpliFund**

Have a question about AmpliFund? Search our support site.

- Release Notes**  
Weekly announcement of enhancements, updates, and fixes in AmpliFund
- User Guides**  
AmpliFund User Guides and Quickstart Guides for download
- Instructions**  
Step-by-step instructions on using AmpliFund's features
- Upcoming Training and Videos**  
Live training events and videos on how to use AmpliFund
- Import Templates**  
Excel templates for importing data into AmpliFund
- FAQs**  
Frequently Asked Questions about using AmpliFund
- Submit a Ticket**  
Still need help? Submit a request to our help desk.



- [Adding New Users to your Recipient Account – AmpliFund Support \(zendesk.com\)](#)
- [Access & Navigation for Grant Recipients – AmpliFund Support \(zendesk.com\)](#)
- [Submitting an Amendment – AmpliFund Support \(zendesk.com\)](#)
- [Uploading Documents to your Funder – AmpliFund Support \(zendesk.com\)](#)
- [Applicant Portal Guide – AmpliFund Support \(zendesk.com\)](#)
- [Recipient User Guide – AmpliFund Support \(zendesk.com\)](#)
- [Amendment Guide for Grant Recipients – AmpliFund Support \(zendesk.com\)](#)