

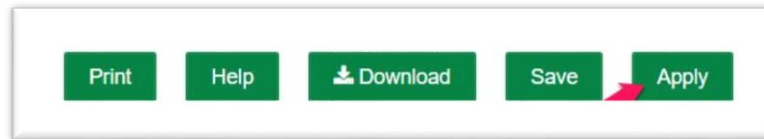
Applicant Portal Guide

2020 Business Stabilization Grants

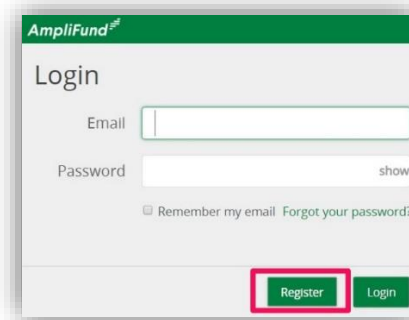
How to Apply to the 2020 Business Stabilization Grants

If you are applying for the 2020 Business Stabilization grant on behalf of an organization, please complete the following steps to register in the portal.

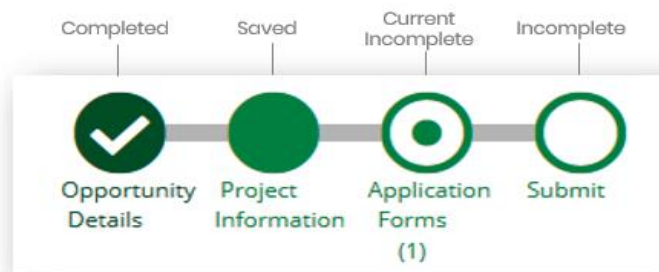
1. Click on the link to the 2020 Business Stabilization application provided by the Nebraska Department of Economic Development.
2. Locate and click on the **Apply** button in the top right-hand corner



3. You will be brought to a page that asks you to either **Register** or **Log In**
 - a. If you do not already have an AmpliFund username and password, click **Register**
 - b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Log In**



Note: If you chose **Register**, you will be brought back to the 2020 Business Stabilization program page upon completing registration. Once again, click the Apply button to begin the application



The application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar.

Completing the Application Forms Section 2020 Business Stabilization Grants



The Application Forms section one (1) form:

Forms Help Download Save & Continue

Name	Status	Print
Application For Nebraska Small Business Stabilization Grant	New	

Navigation: [K] [←] [1] [→] [X] 25 items per page 1 - 1 of 1 items

Save & Continue

- Click on the form and complete the application per the instructions
- Required fields are marked with an *
- To save an application in progress, click the **Save** button
- In the **Terms and Conditions** section, click the 'Nebraska Grant Agreement Requirements and Conditions.pdf' to view the requirements and conditions and check the box to accept the terms.
- Once the application form has been completed, click **Mark as Complete**

The 'Status' column indicates the progress of the application form

Forms Help Download Save & Continue

Name	Status	Print
Application For Nebraska Small Business Stabilization Grant	In Progress	

Navigation: [K] [←] [1] [→] [X] 25 items per page 1 - 1 of 1 items

Save & Continue

- **New:** Application Form has not yet been clicked on. All forms will appear as 'New' the first time the application is accessed
- **In Progress:** Application Form has been partially completed, and Saved
- **Complete:** All required fields have been entered on an Application Form, and the form has been Marked as Complete

Submitting your Application 2020 Business Stabilization Grants



When you are ready to submit your application, click on the Submit button at the top of the page

From the Submit page, you will be able to:

- Download and Review your completed application before or after submission
- Jump to any of the application sections to review your answers by utilizing the timeline at the top of the page
- Submit your application

How to Download and Review your Application

- Click the green **Review** button to download a PDF of your completed application

How to Submit Application

- In order to Submit your application, all sections and application forms must be **Marked as Complete**.
- You can verify that all sections and application forms have been Marked as Complete by referencing the timeline at the top of page and ensuring there is a check in each section
- When all sections have been Marked as Complete, submit your application by clicking on the green **Submit** button

NOTE: ONCE AN APPLICATION HAS BEEN SUBMITTED, NO CHANGES CAN BE MADE TO ANY PART OF THE APPLICATION OR THE APPLICATION FORMS

Successful Submission

- Once you have successfully submitted your application, a success message will appear on your screen and you will receive an email notifying you of the date and time of your submission

Once the application has been submitted, no changes can be made to the application, but it can be accessed and viewed at any time by logging back in to the Applicant Portal at <https://ne.amplifund.com>



Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.



Application

Exit