



Applicant Portal Form

For the new Applicant Portal, we will need your agency to identify persons and their roles. Please assign at least one individual to roles 1-3. The viewer role is optional.

Note: Please limit each individual to only one role. In order to have one person in multiple roles you must submit an explanation with your Applicant Portal Form. Exceptions will be made on a case-by-case basis.

Agency Name: _____

1. Subrecipient – **Data Entry/Administrator** – Person can see entire list of applications and assign them to processor(s). Can access the applications and send e-mails asking for additional information if needed. Can create and enter paper applications.

Type Name and Title	Email Address
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Type Name and Title	Email Address
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Type Name and Title	Email Address
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2. Subrecipient – **Data Entry/Processor** – Person who will be processing the applications and getting them ready for approval/denial/holds and select funding reserved as applicable. Can create and enter paper applications.

Type Name and Title	Email Address
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Type Name and Title	Email Address
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Type Name and Title	Email Address
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3. Subrecipient – **Data Entry/Approver** – Person who will be selecting fund/not fund and entering in the dollar amounts approved by category. After the funding has been reserved.

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4. **Viewers:** Anyone who would like to see what is in the portal but does not have the functions or capabilities to perform any actions in the portal.

_____	_____
Type Name and Title	Email Address
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Type Name and Title	Email Address