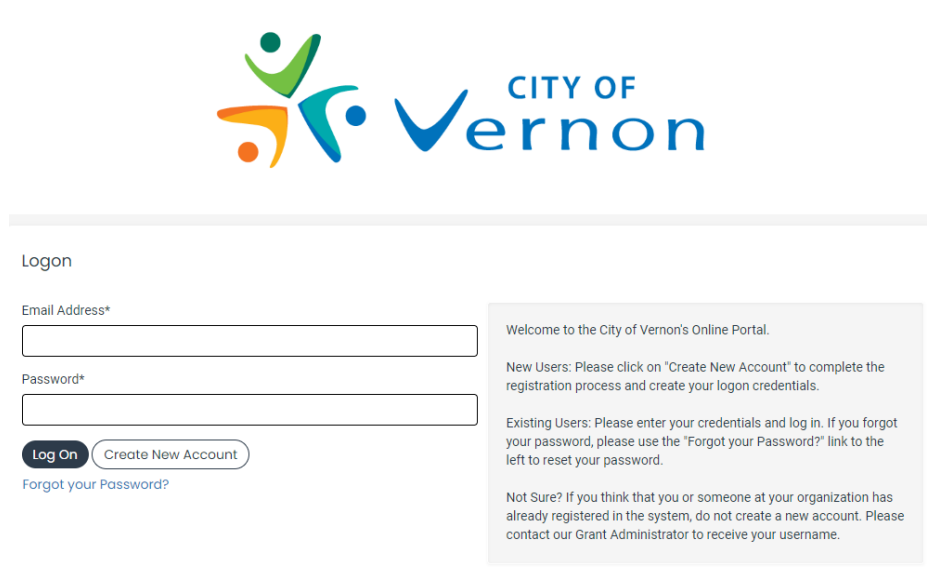# Creating an account and submitting an application on the City of Vernon's grant application online portal

1. **Click the provided link to access the Logon Page**

If you have already created an account, enter your information and click **Log On**.

If you have already created an account but have forgotten your password, click **Forgot Your Password** to reset it.

If you have not created an account, click **Create New Account**.

If someone else from your organization has created an account for this site but you have not created you own account yet, reach out to sustainability@vernon.ca and they can create an account for you that will be connected to your organization in the site.

2. **If you clicked Create New Account,** you will be asked to complete registration information for yourself and your organization. After filling out all the information, click **Create Account**.

3. **The next page asks you to verify that you received your confirmation email**. This helps ensure that you will receive other communications about your application. Click **Continue**.

Email Confirmation

(i) You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *L&D Standardized GLM* *<administrator@grantinterface.com>*, look in your junk or spam folder.

To remove *L&D Standardized GLM <administrator@grantinterface.com>* from your spam filter, use the link below.

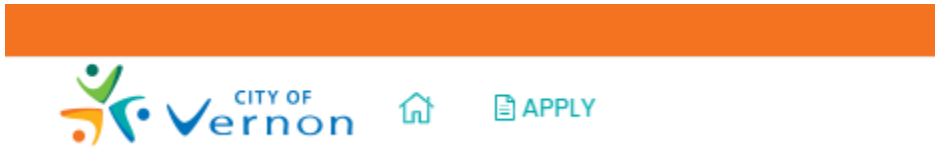Click Here for a tutorial about removing email addresses from spam filters.

◉ I have received the email
○ Continue without checking
○ I have not received the email

SEND EMAIL AGAIN   CONTINUE
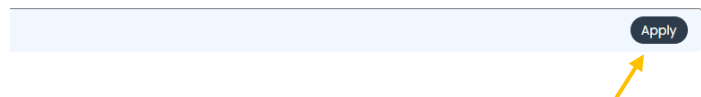
4. Submitting an Application

a) Click **Apply** to reach the application page which lists the available grant opportunities.

Click **Preview** for any grant opportunity if you would like to view the form without starting a request.

b) Click **Apply** when you are ready to start a request.

c) **Complete the questions on the form.**
- The deadline can be found at the top of the form
- Required questions are marked with an asterisk
- The system automatically saves your work when you click out of a question

d) Click **Submit** at the bottom of the application when you are ready to submit the form. The application can also be manually saved by clicking **Save**.

The system will notify you if any of the required questions were missed. Complete those and then click **Submit** again.

NOTE: The form can be started and saved for later submission, so you do not have to complete it in one session. However, you cannot edit your application once it has been submitted.

You will receive a confirmation message when your form is successfully submitted