Survey Monkey Apply Instructions



This resource will provide links and step by step instructions to help you navigate United Way for Southeastern Michigan's grant management portal, Survey Monkey Apply.

To access Survey Monkey Apply, please visit: https://apply.unitedwaysem.org/

Resource Items:

- 1. Creating an Organizational Account
 - o If you are new to SMA start here.
- 2. Adding Individuals to Your Organizational Account
- 3. Resetting Your Password
- 4. Starting Your Organization & Financial Information
- 5. Locating Your Open Applications & Reports
- 6. Navigating Your Application
- 7. Creating an Organizational Account via My Setting
- 8. Technical Assistance

Creating an Organizational Account

If you are certain that your organization has not been registered in UWSEM's grant management portal Survey Monkey Apply, please follow the below steps. If you are uncertain or would like to confirm if our organization has not been registered in the system, please email <u>sma@unitedwaysem.org</u> to avoid creating a duplicate profile.

1. Visit the Survey Monkey Apply website: <u>https://apply.unitedwaysem.org/</u>

Select the green, **Register** button.

🔹 United Way for Southeastern	Mic x +		0	- 0	×
\leftrightarrow \rightarrow C $$ apply.unit	redwaysem.org		Q 🛱	*	1
		Log In	Reg	ister	0 -
	United Way for Southeastern Michigan	I			,
	United Way for Southeastern Michigan				
	We Live United for universal success and prosperity in Southeastern Michigan.				
	United Way works to create measurable, sustainable change in Southeastern Michigan. To do this, we invest in and collaborate with local organizations that effectively create opportunities and contribute toward our vision of creating stable households and ensuring children can thrive.				
Р	Copyright & SurveyMonkey Privacy Ter	rms v6.4.58			

2. Make sure to select **Register as an Organization**. For most of our grants, you must be registered as an organization to be granted access to the application.



Complete the form and select, **Create Account**.

	Regi	ster with		
f		y	G	
		OR		
 Register as an ir Register as an o)		
First name		Last name		
Email				
Password				
				0
Confirm password				
				0
By registering for an acc	ount, you agree to o	our <u>terms of service</u>	and <u>privacy policy</u> .	
l'm not a robot	reC	APTCHA. sy * Terma		

3. At this time, the only required field is the <u>Organization Name</u> and <u>Tax Number</u>. You can select **I'll do this later**, however; it is highly suggested that this is completed as part of your registration.

When finished, select **Continue**.

Organization name	
Address (optional)	
City (optional)	Country (optional)
	Select a country -
Tax country	Tax number
USA - EIN Number	•
Organization phone number (optional)	Organization email (optional)
Website (optional)	

4. A new page will open, select **Continue to Site**.



Welcome!
ly registered for a SurveyMonkey Apply account for ted Way for Southeastern Michigan
n link to your email. You won't be able to submit application ain tasks until your email address has been verified.
Continue to site

5. The final step of the process is the verify the email address provided.

Select Send Verification Link.

😵 United Way for Southeastern Mic 🗙	+					0	— ć))	×
\leftarrow \rightarrow C $\ $ apply.unitedwayse	m.org/prog/					Q 1	à 🛊		:
United Way for Southeastern Michigan		🗄 Pages 👻	🚨 Programs	A My Application	0-	UWSEM Te	st Organizat	tion Test 2	-
UWSEM Test Organization Test 2 👻									
	Vour email address has not been verified! To will not be able to submit applications or complete certain tasks until you have verified your email address If you are unable to currently view any new, open, or active grant applicat your organization: 1) Navigate to the top left of the screen 2) Select the small downward arrow next to your name 3) Click on your organization's name from the drop down menu No applications. Please choose a program from our program listings page to get starters View programs	ions/report	Send verification						
	NONEREE IN TAPIY	Copyright © Surv	eyMonkey Privacy	Terms v6.4.58					-

6. You will receive the referenced email from noreply@mail.smapply.net (it is not uncommon for these emails to hide out in the spam/junk folder).



Select **Confirm Email Address**. You will be taken to a webpage with the verified message, select **Continue** and your registration will be complete.

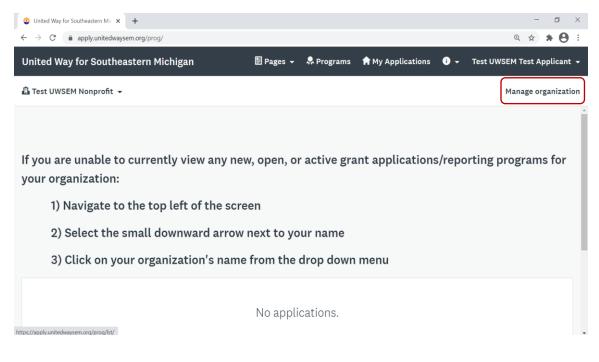
Dear UWSEM Test Organization Test 2,	
In order to validate your SurveyMonkey Apply account we require you to verify your email address. Please click the link below to help us validate that it's really you and your account should be ready to go.	🔥 Apply
Thanks, The SurveyMonkey Apply Team	Thanks!
Confirm email address If the button is not clickable, please copy and paste this URL into your browser's address bar: https://aeeix.unitedevavsem.org/acc/er/3bb66625-b24f-tw92.http://tee66124942ar/	Your email address is now verified.

Adding Individuals to Your Organizational Account

SMA allows for teams to work on applications, reports, etc. The Organizational Account's Primary Administrator (1st Individual to set up account) is the only person that can add additional individuals to the account.

1. From the primary administrator's homepage, select Manage Organization (top right corner).

Note: Only the primary administrator will have this link and be able to complete this task.



2. Select **Members.** At this point you will be able to see all the individuals connected to your organization's account.



Select Add Member.

United Way for Sc	outheastern Mic × +								- 0 ×
\leftrightarrow \rightarrow G h	apply.unitedwaysem.org/org/	m/						Q	☆ * 0 :
United Way for	Southeastern Michigan			🛛 Pages 👻	🚨 Programs	🔒 Му Арр	lications 🕕	- Test UWSE	M Test Applicant 👻
🔓 Test UWSEM Nor	nprofit 👻							Μ	lanage organization
Manage Organizatio	on	Profile	e Members	Teams					
	0 Actions 🕶 🎽	Add member				Search		Q	
	Name	Email	Role		Teams	Last login	Signup date	Active	
	TT Test UWSEM Te	st Applicant uwsemtestnonprofit@gmai	il.com Prima	y administrat	or	Today	Feb 25 2021	~	
		Page: 1 ((1 - 1 of 1) 25	•					
	POWERED BY 🏠 Apply					Copyright	© SurveyMonkey F	Privacy Terms v6.4.58	Ĩ

3. A new box will pop up. Complete with the name of the individual you intend on link to the account.

Determine the role you would like them to have:

- **Primary Administrator:** This is the organization member that initially creates the Organization and has full administrative control over the organization's members and applications. They will be able to transfer ownership of the organization, as well as edit and remove members of the organization at any time. They will be the primary contact for the organization.
- Non-Administrator Role These members have similar control over the organization's members and applications as the Primary Administrator. However, they will only be able to edit and remove non-administrative members, or inactive Administrators.
- Administrator Role These members will be able to edit applications on behalf of the organization but will not have access to manage the organization's profile and members. They will also not be able to create or submit applications for an organization.

Make sure to select **Notify member by email they have been added,** as this lets the individual know they need to go in and finalize their registration process with SMA.

Outline Way for Southeaster	n Mic × +			– 0 ×
\leftarrow \rightarrow C $\hat{\mathbf{a}}$ apply.ur	nitedwaysem.org/org/m/			९ 🖈 🕈 🖰 :
United Way for South	eastern Michigan	🗎 Pages 👻 🐥 Programs	🕈 My Applications 🛛 🗸	
Test UWSEM Nonprofit	Add members		X Import members	Manage organization
	First name	Last name		
	Email: (required) Role: Organization administrator Add to team Notify member by email that they have been added			
POWERED		_	CANCEL ADD	erms v6.4.58



4. If an individual is successfully added they will now appear under the organization's member tab.

😵 United Way for So	outheastern Mic 🗙 🕂							- 0 ×
\leftrightarrow \rightarrow C $\hat{\bullet}$	apply.unitedwaysem.org/org/m/#							Q ☆ ★ 🛛 :
United Way for	Southeastern Michigan		🗐 Pages 👻	🚨 Prog	rams 🔺 My App	lications	i) - Tes	t UWSEM Test Applicant 👻
🖞 Test UWSEM Nor	nprofit 👻							Manage organization
Manage Organizatio	on	Profile	Members Teams					
	0 Actions 👻 Add m	ember			Search		٩	Ш
	Name	Email	Role	Teams	Last login	Signup date	Active	
	RS Recovery SMA	recoverysma@gmail.com	Administrator		Invited: 3 days ago	Today	~	
	TT Test UWSEM Test Applicant	uwsemtestnonprofit@gmail.com	Primary administrator		Today	Feb 25 2021	*	
		Page: 1 (1 - 2	of 2) 25 🔻 🗭					
	POWERED BY 🧥 Apply				Copyright	© SurveyMonke	ry Privacy Term	is v6.4.58

5. The added individual will receive the above message from noreply@smapply.net , by selecting the **Join Now** button it will take them to a registration page to complete the process.

United Way for Southeastern Michigan
Dear Recovery SMA,
You have been invited to be an Applicant for the following site, United Way for Southeastern Michigan . Please click on the following link to complete the registration process.
Thank you,
United Way for Southeastern Michigan
Join now

Resetting Your Password

In the case you have forgotten your password, the below instructions will provide guidance as to how to reset it.

- 1. On the SMA log in page, select the Forgot Your Password? Link
- 2. A new page will open, input the email associated with your SMA account and select Send Instructions.

ot your password	d?
s associated with your account a	and we will send
SEND INSTRUCTIONS	
	SEND INSTRUCTIONS





3. You will receive an email from <u>noreply@mail.smapply.net</u> with details on how to reset your password, upon receiving this click the green Reset Password box in the body of the message.

United Way for Southeastern Michigan
Dear Jane Smith,
Someone requested to reset your SurveyMonkey Apply password. If this was not you, you can safely ignore this email.
Thanks, The SurveyMonkey Apply Team
Reset password
If the button is not clickable, please copy and paste this URL into your browser's address bar: https://wepty.unitedurgraem.org/acc/uri/22863461-533119990obb3763bbaccd7c69b3fe8000/
You are receiving this email from <u>United Way for Southeastern Michigan</u> - United Way for Southeastern Michigan. <u>Unsubscribe</u> <u>Terms</u> <u>Privacy</u>
Apply.

4. You will be brought to a new page with the opportunity to input a new password. After creating your new password, select the green **Reset Password** button. You will then be brought to the login page, where you will login using the newly set password.

📥 Apply	
Password reset	
Please enter your new password below.	
Password	
	۲
Confirm Password	
	۲
Reset password	

5. You will receive 2 methods of confirmation of your password reset: 1) An email notification from SMA 2) A message on your SMA homepage.



ord has been reset.
ord has been reset. ×
able to currently view any new, open, or active grant applications/reporting programs for ation:
gate to the top left of the screen
ct the small downward arrow next to your name
x on your organization's name from the drop down menu
No applications.
Please choose a program from our program listings page to get started

Starting Your Organization & Financial Profile

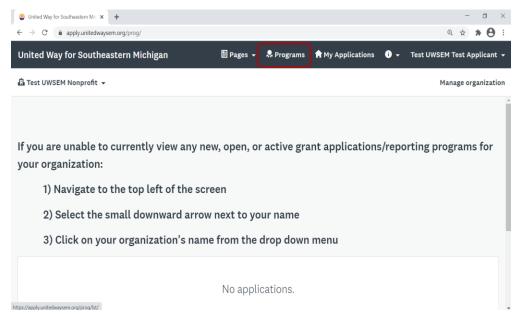
These instructions are specific to organizations that have not completed an Organizational & Financial Profile in the past.

**If you have not completed this profile, start here prior to completing a grant application. **

1. After logging into your SMA account, you will see your homepage.

Locate the **Programs** tab in the header and select.

Note: You will notice that it always reads "No Applications", even once you open applications. That is because you are currently looking at it from an individual view. To switch to Organizational View, select the downward arrow next to your name in the top left corner – select your organization's name from the provided drop down menu. A new page will open featuring open and past program tiles.



2. By selecting Programs, it will take you to the page with all of our current open RFP funding opportunities.



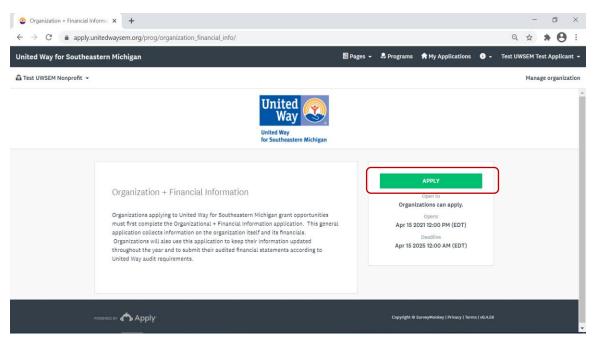
If this is your first time in SMA, or you have yet to complete the Organization & Financial Profile – you will select the green, **More** button. This is also where you will be able to access your identified grant application.

Q 🕁 🗯 🖰 🗄		/sem.org/prog/lst/	← → C apply.unitedway
🗄 Pages + & Programs 🔺 My Applications 🛛 + Test UWSEN Test Applicant			United Way for Southeastern Michigan
Manage organizati			🖨 Test UWSEM Nonprofit 👻
	Search programs. Q	Programs	
	Organization + Financial Information Management of the set to are start to a the total constant of the start of the set of the set of the set of the personnel over the start of the set of t	Economic Mobility Microgrants This program provides and cash grants or shallon individuals and families in state drawings of reasons-in-shallon threads the prostruction when drawing, and provide the shallong and the families and the shallong of the shallong and the shallong and families and the shallong of the shallong and the material shallong of the shallong of the shallong of the families and the shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the shallong of the material shallong of the shallong of the shallong of the shallong of the shallong of the material shallong of the	
)	Faith Forward Fund Manager and the leg of all of a start for leg if a start to any and the overview Cognitations and individual approaches to any in Manager 2	2021 Basic Needs Grant Program Ansere adiatem Initia via ser door milijor to milijo zon door milijor Operations on adv	
		Educational Wraparound Services 2021-2 Asserge application from as it as to account of the services and account of the services from th	

3. Details will be provided for the associated program.

Make sure to select Apply. Now, the application has been added to your Organizational Profile.

Note: If you are not able to see or select an Apply button, you may have set up an Organizational Profile completely. Please see instructions for setting up an Organizational Account via My Settings.



Locating Your Open Applications & Reports

For times when you are just logging into SMA, you will see a white box that reads, "No Applications". Do not panic – you are currently in individual view and need to navigate to organizational view.



1. Click the small arrow next to your name in the top, left corner.

A drop box will appear.

Select your Organizations Name (it has a tiny building icon next to it) ② United Way for Southeastern Mi⊂ × + ٥ Ð ☆ * **e** : 🗄 Pages 👻 United Way for Southeastern Michigan 💂 Programs 🔒 My Applications i) -Test UWSEM Test Applicant 🗓 Test UWSEM Nonprofit 👻 Manage organization Test UWSEM Test Applicant 🖪 Test UWSEM Nonprofit If you are unable to currently view any new, open, or active grant applications/reporting programs for your organization: 1) Navigate to the top left of the screen 2) Select the small downward arrow next to your name 3) Click on your organization's name from the drop down menu No applications.

2. A new page will load, which will include your organization's applications, reporting programs, etc.

😵 My Applications - United Way fo 🗙	+						-	٥		×
\leftrightarrow \rightarrow C $$ apply.unitedways	em.org/prog/					0	2 \$	* (9	:
United Way for Southeastern Michigan			🖥 Pages 👻	🚨 Programs	Applications	0 -	Test UWSE	M Test Aj	pplican	-
🚨 Test UWSEM Nonprofit 👻							м	anage or	ganizat	ion
	If you are unable to currently vi your organization:	ew any new, open, or active grant applicati	ons/reporti	ng program	s for					•
	1) Navigate to the top left	of the screen								II.
	2) Select the small downw	ard arrow next to your name								I
	3) Click on your organizat	ion's name from the drop down menu								I
	All Applications -			:	=					
	Organization + Financial Information 1678836890 Test UWSEN Nonprofit Deadline: Apr 15 2025 12:00 AM (EDT)									
	0 of 2 required tasks complete START Last edited: Apr 22 2021 05:40 PM (EDT)									

Navigating Your Application

This section captures the elements of each program application, while some of the individual tasks/questions may differ based on individual programs the overarching elements and layout will remain the same.

- 1. After opening a program application/report, the first page presented will provide an outline or face sheet with the following items:
 - a. Application Tasks (Green box)
 - b. Task Status Bar (Blue box)

c. Team/Team Members Assigned. (Orange Box)



nited Way for Southeastern Michigan	🗄 Pages 👻 🐥 Prog	rams 🏫 My Applications 🕕 🗸	Test UWSEM Test Applicant
Test UWSEM Nonprofit 👻			Manage organizatio
0 of 2 required tasks complete	Organization + Financial Informa.	0.0.1	
o or 2 required tasks comprete	1678836890	⊘ Preview ····	
Last edited: Apr 22 2021 05:48 PM (EDT)	🛱 Test UWSEM Nonprofit		
REVIEW SUBMIT	APPLICATION ACTIVITY		
Deadline: Apr 15 2025 12:00 AM (EDT)	four tasks		
		>	
Test UWSEM Nonprofit	📄 🖻 Org/Fin: Organization Profile	>	
Test UWSEM Test Applic	B 2019 Audit Upload (optional)	>	
	B 2020 Audit Upload (optional)	>	
uwsemtestnonprofit@g View & edit	() El 2020 Audit Optoad (optional)		

2. At the bottom of each screen, you will see a **Save & Continue Editing** button and either a **Next** or a **Mark as Complete** Button.

*While SMA is supposed to save as you go through the application, I advise you to always hit that **Save & Continue Editing** button before hitting the green button.

United Way for Southeastern Michigan			🖹 Pages + 🌲 Programs 🔺 My Applications 🛛 + Test UWSEM Test Applicant
🔓 Test UWSEM Nonprofit 👻			Manage organizatio
	VYTESESSO Monocolom Optimic Operation Operation Optimic Operation Operation Operation Optimic Operation Oper	If this is your for these applying is a subled May great spectrality through Sorrey Meekly Apply: If this information about your arguingtation in the Ogenerational Profile task and clock "Nare as Comparing" at the rest. If this information about your arguingtation in the Ogenerational Profile task and clock "Nare as Comparing" at the rest. If this information about your arguingtation in the Ogenerational Profile task and clock "Nare as Developed your must restore task clock for subleading your functions. If this "Submit for the clock the comparing" at the submit and sampling on the Developed your must restore task for subleading your functions. If this "Submit for subleading the submit for subleading your functions. The Clock "Submit" for the clock the Submit for agenet apportunity flowingh Konney Moniley Zon: Submit for your entry tasks to humb Way great apportunity flowingh Konney Moniley The your grave more submit and sampling on the clock the ellipse is and clock the submit for your entry tasks and entry the submit of the submit for your enter test to and clock the flow your enter test to an it apports that a comparing the submit of the submit	
		He Fidelay Opposite Form is some. 1. The Opposite Policy of Audited Procession was be filed out from the Fidelaury Opposite Policy Sometherian. 2. The Contact Information task in specific and the set of the set II include contact Information for both the Macary and Implementing opposite	

3. Once the task is marked as complete, the grey dashed circle will be replaced with a green/white check mark.

Once all required tasks are completed and show the check marks – the greyed out **Submit** button will turn green and be available to select.



Note: To edit a previously submitted task, select the **ellipses** (...) in the top right corner of the form you would like to edit. Forms can be edited after saved but the entire application has yet to be submitted, however, if once an application is submitted it can not be edited unless reopened by UWSEM administrators.

S Instructions: Organization + Finar × +		- 5 ×
$\leftarrow \rightarrow \mathbf{C}$ $\hat{\mathbf{a}}$ apply.unitedwaysem.org/tsk/24165753/frm/14596059	V	Q 🕸 🛊 😝 :
United Way for Southeastern Michigan	🗄 Pages 🗸 🐥 Programs 🆙 My Applications 🌒 🗸	Test UWSEM Test Applicant 👻
🛕 Test UWSEM Nonprofit 👻		Manage organization
< Back to application Organization + Financial Information. 1678836890 Ib: 1678836890 ID: 1678936890 ID: 1679836890 ID: 1678936890 ID: 1678936890	Instructions Instructions Completed Apr 22 2021 06:18 PM (EDT) Instructions First-time applicants If this is your first time applying to a United Way grant opportunity through Survey Monkey Apply. I. Fill in information about your organization in the Organizational Profile task and click "Mark as Complete" at the end. Upload your most recent audited financials using the appropriate task based on the fiscal year-end of your most recent audited financials. Use the left-hand navigation bar to move between tasks and select the correct task for uploading your financials. (Contex "Submit" on the left hand navigation bar: Exploring applicants If you have previously applied to a United Way grant opportunity through Survey Monkey Apply: If you have previously applied to a United Way grant opportunity through Survey Monkey Apply: If you have to imake updates to your information, click the elipsis icon and choose "Edf", make updates as meessary, and click "Mark as Complete" at the end of the task. It you do not need to make any updates, use the left hand mavigation the task. If you do not need to make any updates, use the left hand mavigation tare task.	
Last edited: Apr 22 2021 06:18 PM (EDT) REVIEW SUBMIT	2. If you have new audited financials since the last time you applied for a grant, upload your new audited financials. Use the left-hand navgation har to select the appropriate task to upload your most recent financials based on the fiscal year-end of your most recent audited financial statements. 3. Cite * Sime* on the uple hand navigation har.	

4. A half-filled task button (half white/half green) indicated that either portions of this task has yet to be completed OR the applicant has not selected the **Mark as Completed** button at the bottom of the form.

As you move through the application, the status bar will populate indicating how far the applicant is in the process.



< Back to application
Organization + Financial Information 1678836890 21 ID: 1678836890
✓ ☐ Instructions
Org/Fin: Organization > Profile >
() E 2019 Audit Upload (optional)
(optional)
1 of 2 required tasks complete
Last edited: Apr 22 2021 06:21 PM (EDT)
REVIEW SUBMIT

5. When all required tasks are completed, the task bar will be filled blue. The Submit button will turn from grey to green.

After selecting **Submit**, a pop-up box will appear. You will be able to do a final review (if preferred), as well as submit the completed application.

Select the green, **Submit** button.

7943615735 ID: 7943615735	Submit application
Instructions	
Org/Fin: Organization Profile	
() a 2019 Audit Upload (optional)	Please confirm submission of your application.
Optional)	If you wish to take a look at the application before submitting, please Review it.
2 of 2 required tasks complete	
Last edited: Apr 23 2021 11:35 AM (EDT)	
Deadline: Apr 15 2025 12:00 AM (EDT)	CANCEL REVIEW SUBMIT

6. After you successfully submit your application, a new screen will open indicting the confirmation of receipt.

Now when you look at your organization's application's the program tile will indicate that it has been submitted.

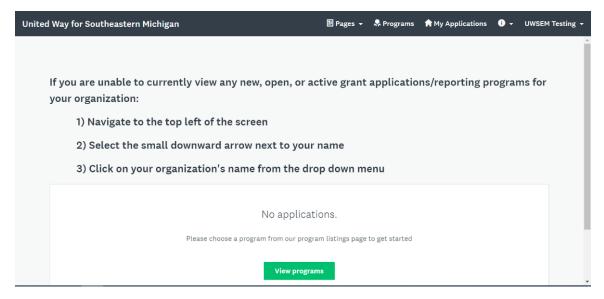
Note: Application/Primary Administrators should receive generated emails from SMA indicated that UWSEM has received your submission – however, sometimes these are delayed or like to hide in the spam/junk folder. As long as you see the submitted status on your program tile, know your application has been received.



e	
Application Submitted!	
Thank you for submitting your application.	
Go to My Applications OR View more Programs	
All Applications -	
Organization + Financial Information 7943615735 UWSEM Test Organization 2 Deadline: Apr 15 2025 12:00 AM (EDT)	
VIEW	
Submitted on: Apr 23 2021 12:36 PM (EDT)	

Adding Individuals to Your Organizational Account Via My Settings

If you log into your SMA Account and are unable to see a name in the top left corner (beneath the United Way for Southeastern Michigan header), you are not connected to an organizational account. See the below photo for reference.





1. To set up your organization, navigate to your name (top RIGHT corner) and click. A drop box will appear – select **My Account**.

United Way for Southeastern Michigan	🖩 Pages 👻 🐥 Prog	rams 🔺 My Applications	0 -	UWSEM Testing 👻
				My Account
If you are unable to currently view any new, open, or a your organization:	active grant applic	ations/reporting p	rogra	Log Out
1) Navigate to the top left of the screen				
2) Select the small downward arrow next to you	r name			
3) Click on your organization's name from the dr	rop down menu			
No applica Please choose a program from our prog		ırted		

2. A new page will open with your individual settings. Scroll to the **Set Up Organization** button and click the grey button.

A My Profile	>		
Notifications	Profile Pho	to	
	υτ	Choose file	Bronse
	Personal In	fo	
	First name		Last name
	UWSEM		Testing
	Email		
	uwsem.testin	g@gmail.com	
	Preference	s	
	Timezone		
	(GMT-0500) A	America/New York	•
	Preferred Languag	Ee	
	English (US)		•
	Set up an organizati Set up organ	ion to apply on behalf of nization	
	Change Pa	assword	

3. A new page will open, you will need to complete at minimum the Organization Name and Tax Number. Once complete, selected the green **Continue** button.

To apply for programs on behalf of an organiz	ation, we need the following information about your organization.	United V for Sout
Organization name		
Address (optional)		
City (optional)	Country (optional) Select a country	
Tax country USA - EIN Number	Tax number	
Organization phone number (optional)	Organization email (optional)	
Website (optional)		

4. A new page will open confirming your organization's registration. Select the green, **Continue to Site** button.

Weld	come!
	or a SurveyMonkey Apply account for utheastern Michigan
	ue to site

5. Now when you are on your homepage, you should see your information in the top RIGHT corner. Select the downward arrow to open the drop box. To access any open/active grant applications select the downward arrow your organization next to the small building icon in the drop box.

United Way for Southeastern Michigan		🔝 Pages 👻	🔍 Programs	Applications	• •	UWSEM Testing 👻
L UWSEM Testing ~					,	Manage organization
UWSEM Testing						
If you are unable to current your organization:	tly view any new, open, or active grant app	lications/r	eporting p	rograms for		
1) Navigate to the top	eleft of the screen					
2) Select the small do	ownward arrow next to your name					
3) Click on your organ	nization's name from the drop down menu					
	No applications. Please choose a program from our program listings page to get View programs	started				



Technical Assistance

If you have any additional questions or user experience issues, you can request technical assistance or help in a variety of ways.

- 1. You can select the "i" icon, located on the right side of the header. This will produce a drop down box with the following options.
 - a. Questions about a program or information on this site? Contact the site administrator.i. This generates an email straight the UWSEM site administrator.
 - b. Need help with using SurveyMonkey Apply? Check out the FAQ.
 - i. This takes you the SMA help site.
 - c. Having technical issues with this site? Fill in a support request form.
 - i. This will generate a ticket that goes straight to the Survey Monkey Apply developer to assist in addressing the concern.

United Way for Southeastern Mic × +		- 0 ×
← → C ⓐ apply.unitedwaysem.org/prog/		९ ☆ 🛊 🖰 ः
United Way for Southeastern Michigan	🗏 Pages 👻 🐥 Programs 🆙 My Application:	🗊 🚽 🛛 lest UWSEM Test Applicant 👻
Test UWSEM Test Applicant 👻	Questions about a program or information on this site? Contact the site administrator	M
	Need help with using SurveyMonkey Apply? Check out the FAQ	2
	Having technical issues with this site? Fill in a support request form	2
If you are unable to currently view any new, open, or acti	ve grant applications/reporting program	15 101
vour organization:		

- 2. Users can also email the UWSEM site administrative inbox directly at <u>SMA@unitedwaysem.org</u>
 - a. Typical response time is about 24 business hours.