

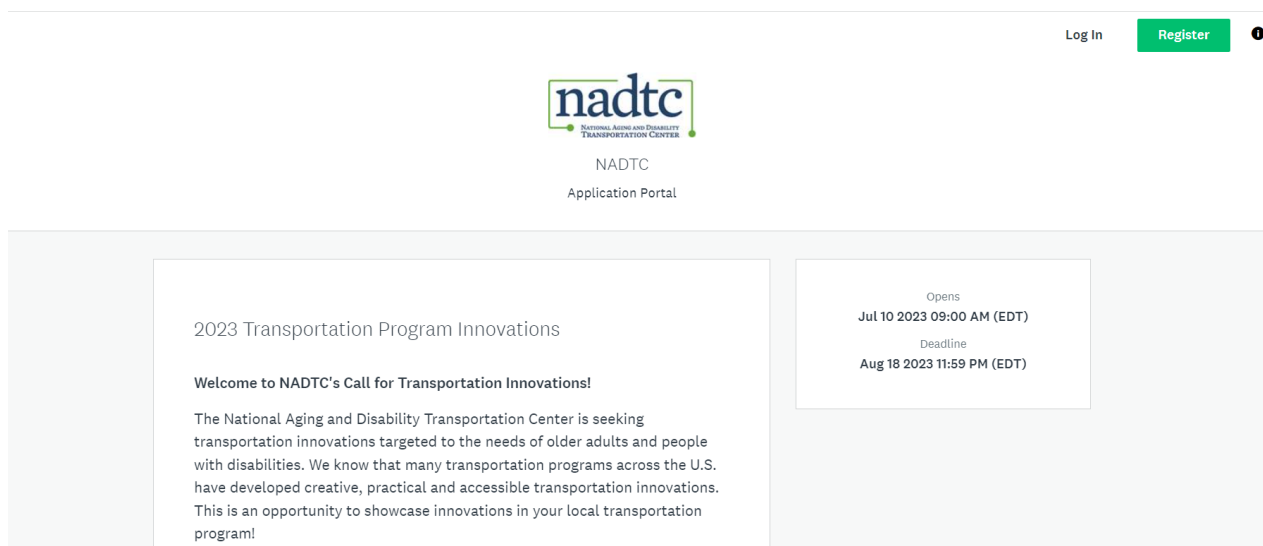


SM Apply General Instructions

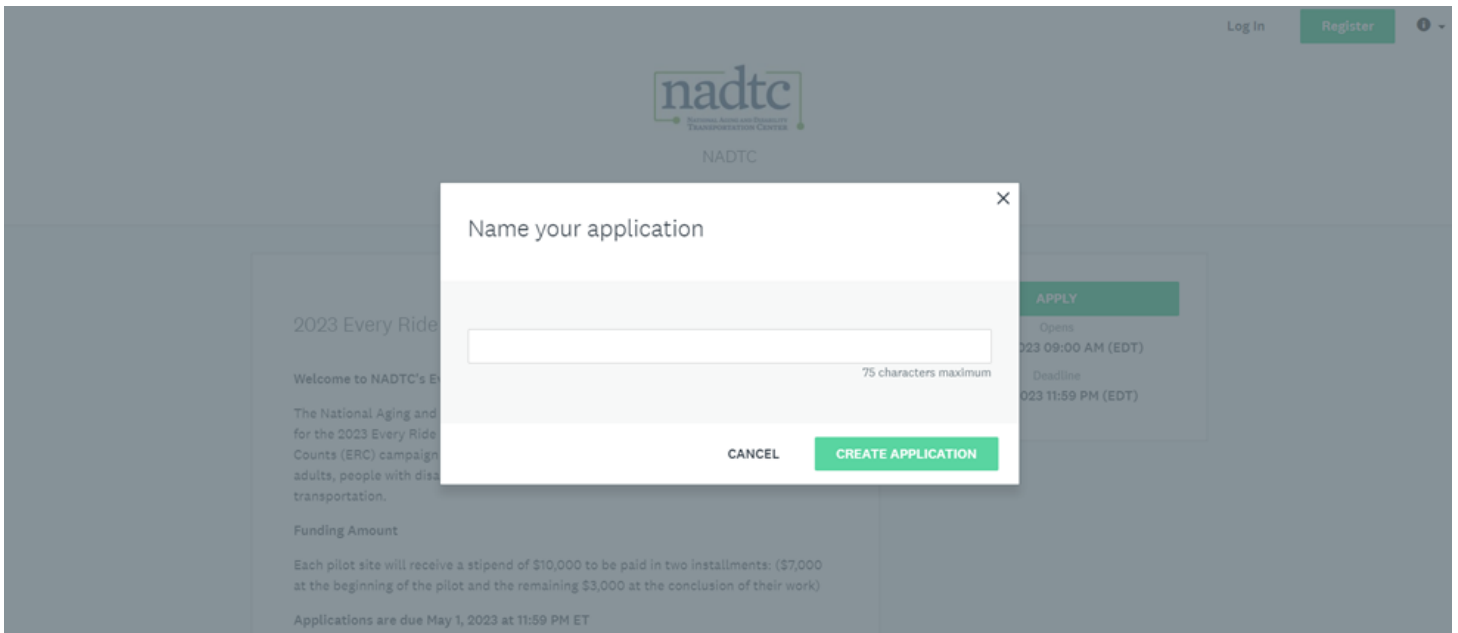
This document provides instructions on how to use the National Aging and Disability Transportation Center online application system, Survey Monkey Apply (SM Apply).

Step I. Registration

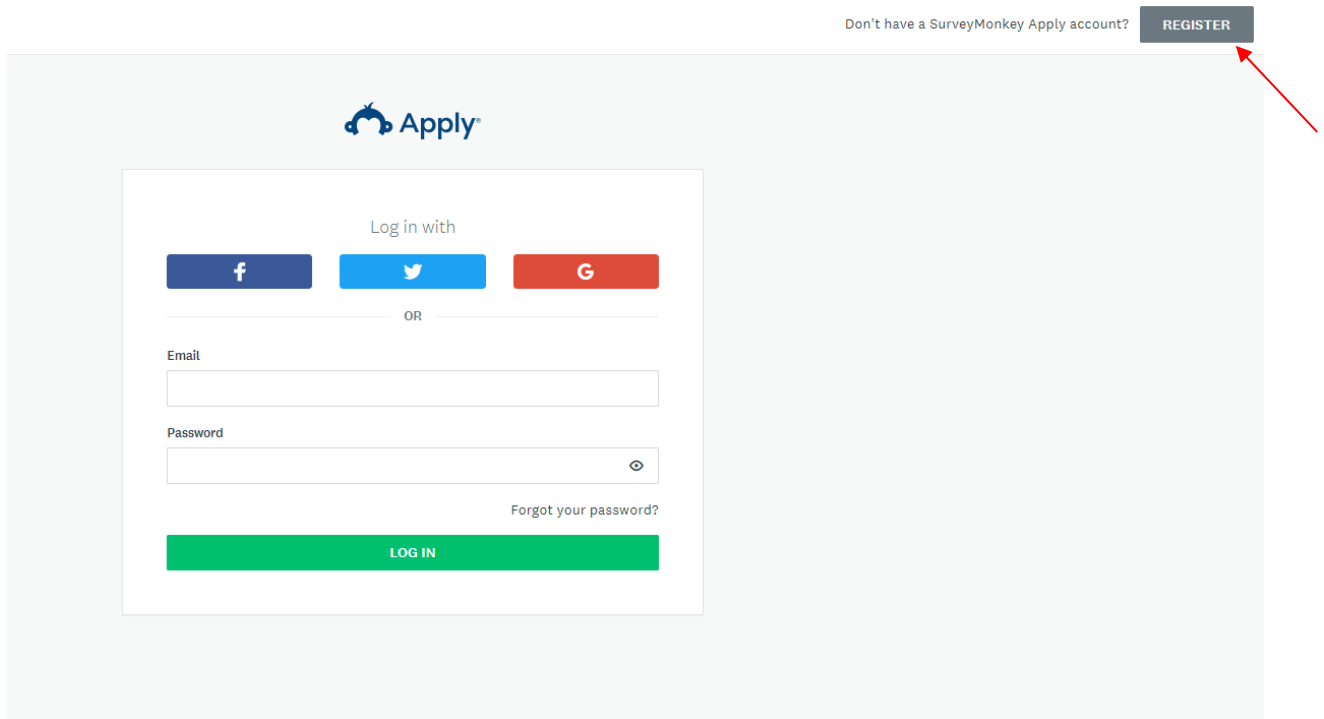
1. In order to access the application system, you first need to register. Visit the NADTC [Application Portal](#) to access the system.



2. When you select APPLY you will see the following screen which will prompt you to enter the name of your application (please enter the name of your organization). Once you enter the name, click Create Application.



3. If you do not have a SM Apply login, you must first REGISTER for an account. If you previously set up an account through the NADTC application portal, login in with your credentials.
4. Click on the REGISTER button at the top right of the screen to be directed to the following page.



5. Fill out the registration page and then click on CREATE ACCOUNT button.

The screenshot shows the 'Apply' registration page. At the top, the 'Apply' logo is centered, with the text 'Register for an applicant account' below it. The main content area is titled 'Register with' and features three social media login buttons: Facebook (blue), Twitter (light blue), and Google (red). Below these is an 'OR' separator. The registration form includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. The 'Password' field is highlighted with a red border. Below the form, there is a checkbox for 'I'm not a robot' with a reCAPTCHA logo and a link to 'Privacy - Terms'. At the bottom of the form is a green 'CREATE ACCOUNT' button.

6. You will receive a prompt stating "Your email address has not been verified." Click on SEND VERIFICATION LINK.

The screenshot shows a notification banner from the 'National Aging and Disability Transportation Center'. The banner has a dark header with the site name and navigation links for 'Programs', 'My Applications', and a user profile icon. The main content of the banner is a yellow-bordered box containing a warning icon and the text: 'Your email address has not been verified! You will not be able to submit applications or complete certain tasks until you have verified your email address'. A green button labeled 'Send verification link' is positioned on the right side of the box, with a red arrow pointing to it.

7. You will receive an email to verify your email address – NOTE: You must CONFIRM EMAIL ADDRESS in order to submit an application. Please check your spam folder if you do not receive the verification email in your inbox.

noreply@mail.smapply.io [Unsubscribe](#)
to testjamesk+johnsmithapp ▾

3:10 PM (1 minute ago) ☆ ↶ ⋮

Dear John Smith,

In order to validate your SurveyMonkey Apply account we require you to verify your email address.

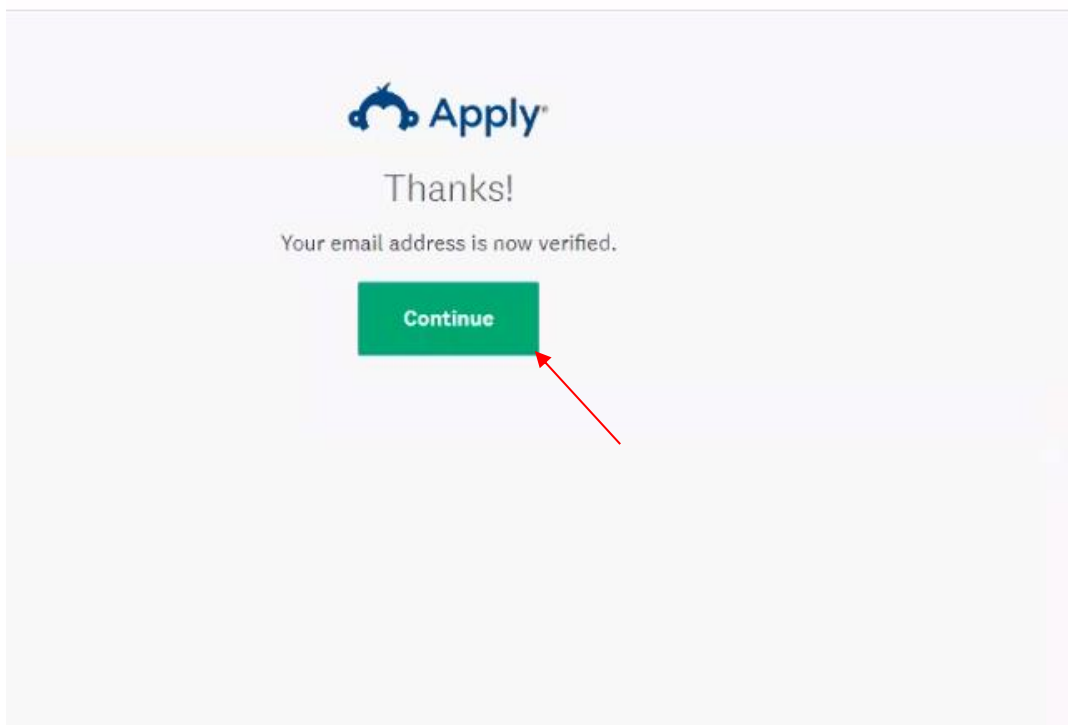
Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

[Confirm email address](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar:

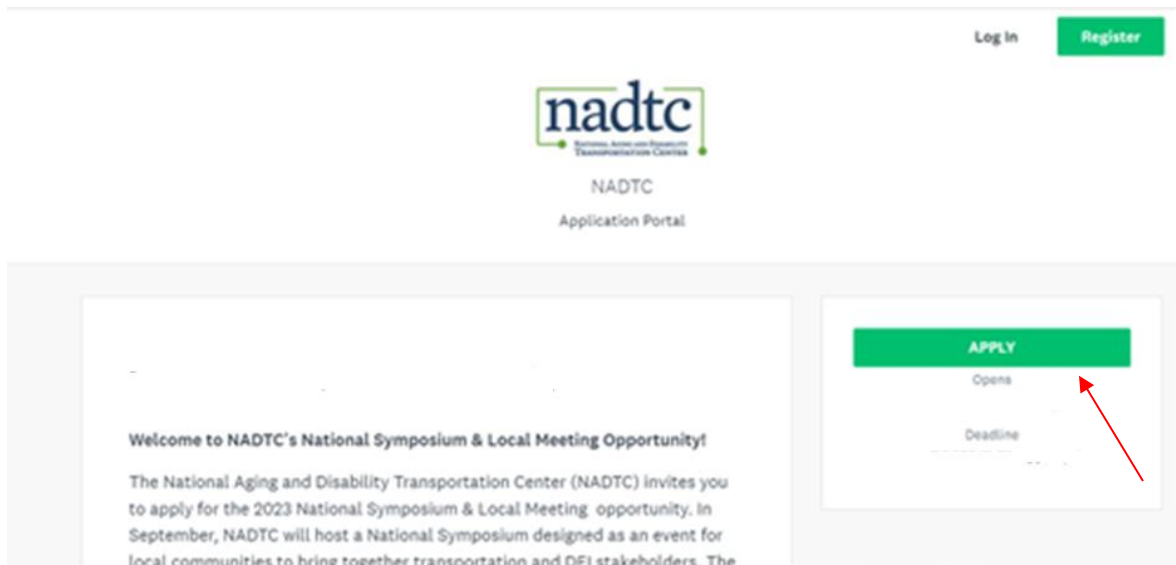
8. Once your email address is confirmed, you will receive this confirmation:



9. Click CONTINUE to be brought back to the program home page.

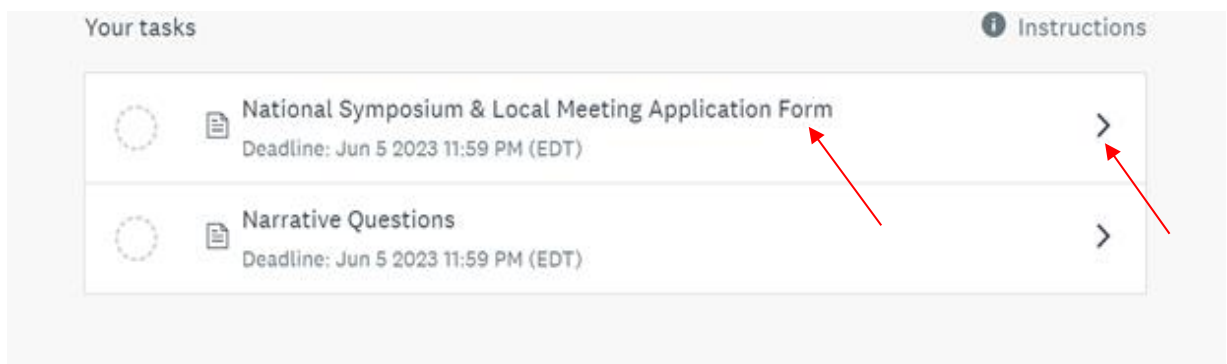
Step II. Applying for the program

10. Click on the APPLY button to begin the application.



Below is a screenshot of the application page.

11. Click on the hyperlinked section heading or chevron to access each section of the application. You can go through the application in any order.



12. APPLICATION FEATURES:

Within the application, you can SAVE AND CONTINUE EDITING OR MARK AS COMPLETE, but you cannot manually "Save" your work and exit the application. SM Apply does real-time autosaving, so if at any point you need to exit the portal, when you log in again, any progress previously made will still be in the system.

(5) Specify the geographic area to be served by the pilot project (check all that apply):

- Urban
- Suburban
- Rural
- Frontier
- Tribal

SAVE & CONTINUE EDITING
MARK AS COMPLETE

- You will notice ellipses (...) at certain points of the application (circled below). This is an indication that there are additional functions you can access regarding that task (e.g., edit, download, preview)

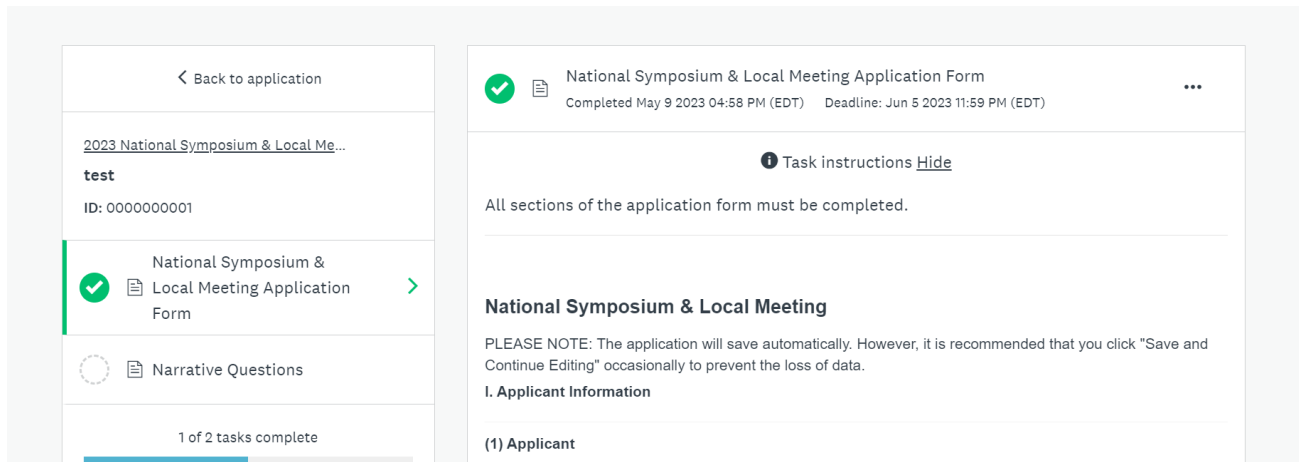
The screenshot shows a user interface for managing applications. On the left, a summary card indicates '1 of 2 tasks complete' with a progress bar, the last edit time 'May 9 2023 04:58 PM (EDT)', and buttons for 'REVIEW' and 'SUBMIT'. Below this is the user profile for Heather Edmonds (Owner). The main area shows a task list under 'Your tasks' with two items: 'National Symposium & Local Meeting Application Form' (completed) and 'Narrative Questions' (pending). The task detail view for '2023 National Symposium & Local Meeting Application Form' is shown, with a 'Preview' link and an ellipsis (...) circled in red. The interface also includes tabs for 'APPLICATION' and 'ACTIVITY', and an 'Instructions' icon.

- If at any point you have questions or need assistance with the portal, click on the "i" located on the top toolbar.

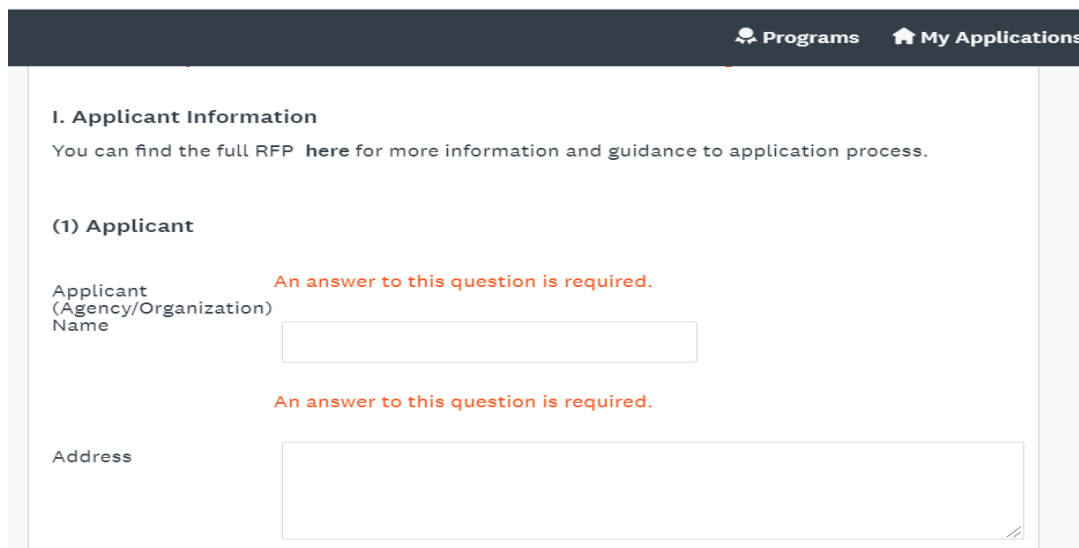
The screenshot shows the top navigation bar with links for 'Programs' and 'My Applications'. A help icon (i) is located on the right side of the bar. A dropdown menu is open below the help icon, containing three items:

- Questions about a program or information on this site?** Contact the site administrator
- Need help with using SurveyMonkey Apply?** Check out the FAQ
- Having technical issues with this site?** Fill in a support request form

13. Once you complete a section, you can see your progress on the left-hand side of the screen via the status bar (below) or a list of completed sections which will have a green check mark next to them.

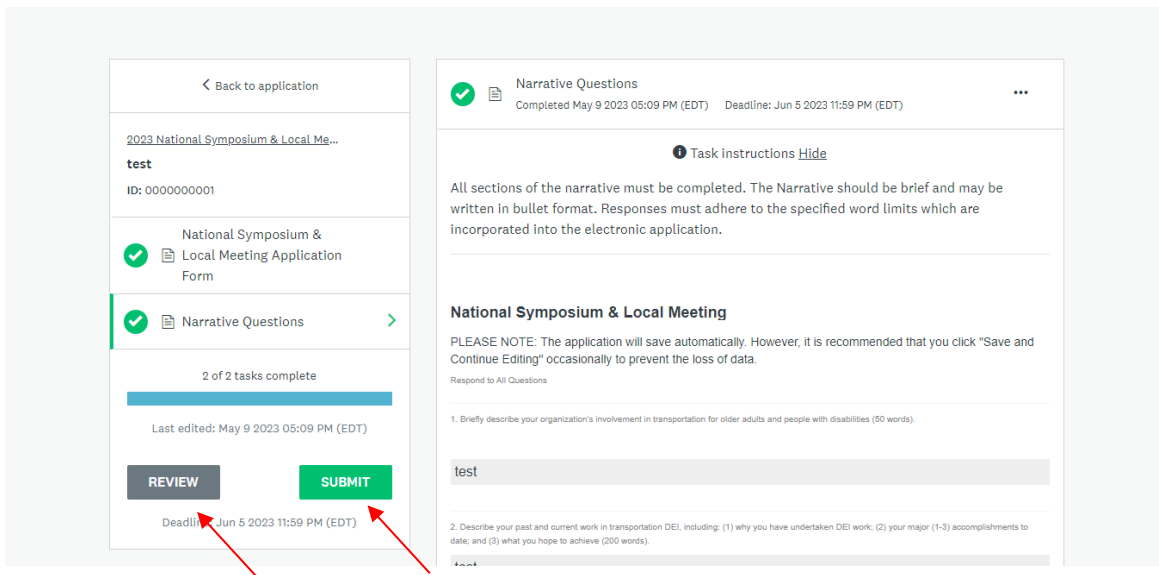


14. If you attempt to MARK AS COMPLETE when a section has not been filled out completely, you will be directed to fill out missing or incomplete fields with a red error message.

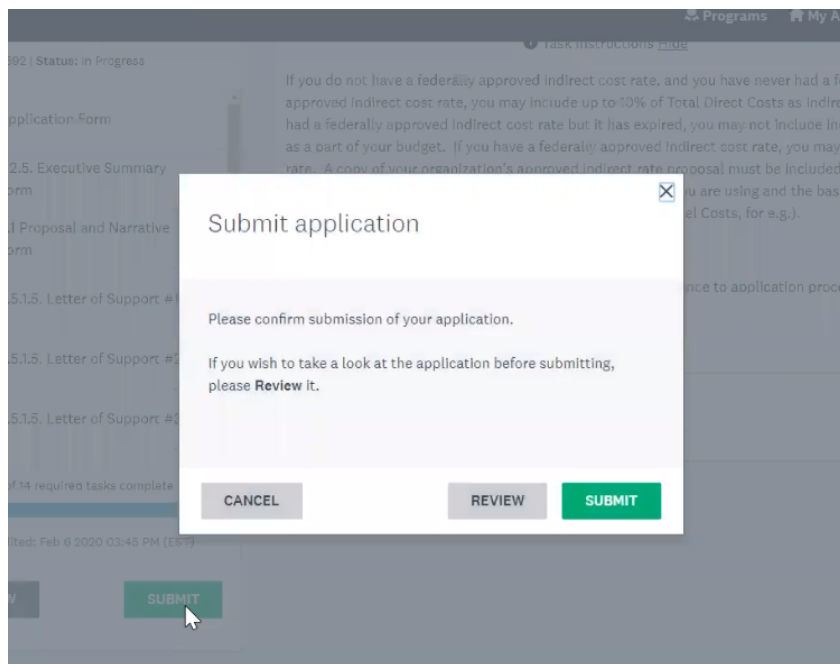


Step III. Reviewing and Submitting your Application

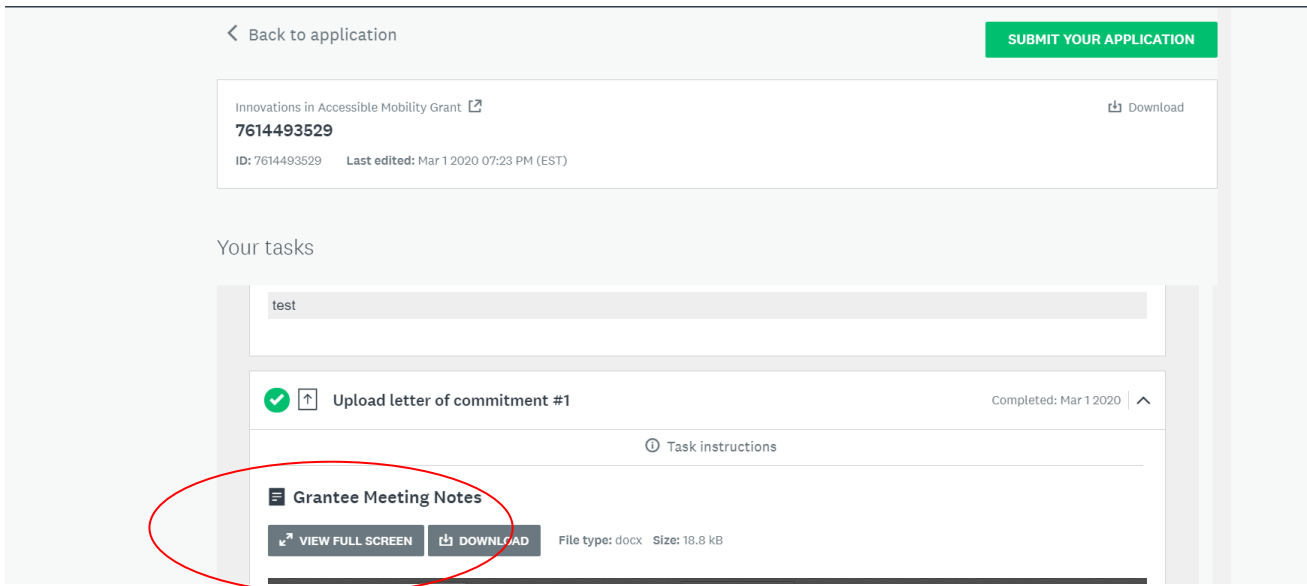
15. Once the application is complete, you have the option to REVIEW or SUBMIT your application.



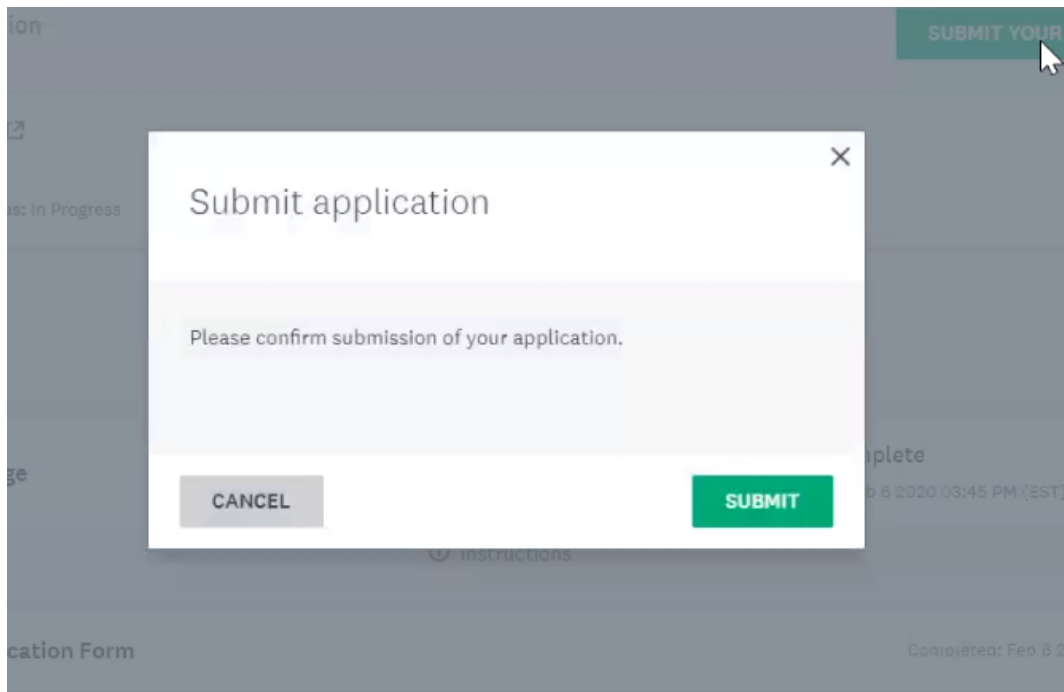
16. If you click **SUBMIT**, you will see the following screen and will be given the option again to **SUBMIT OR REVIEW**.

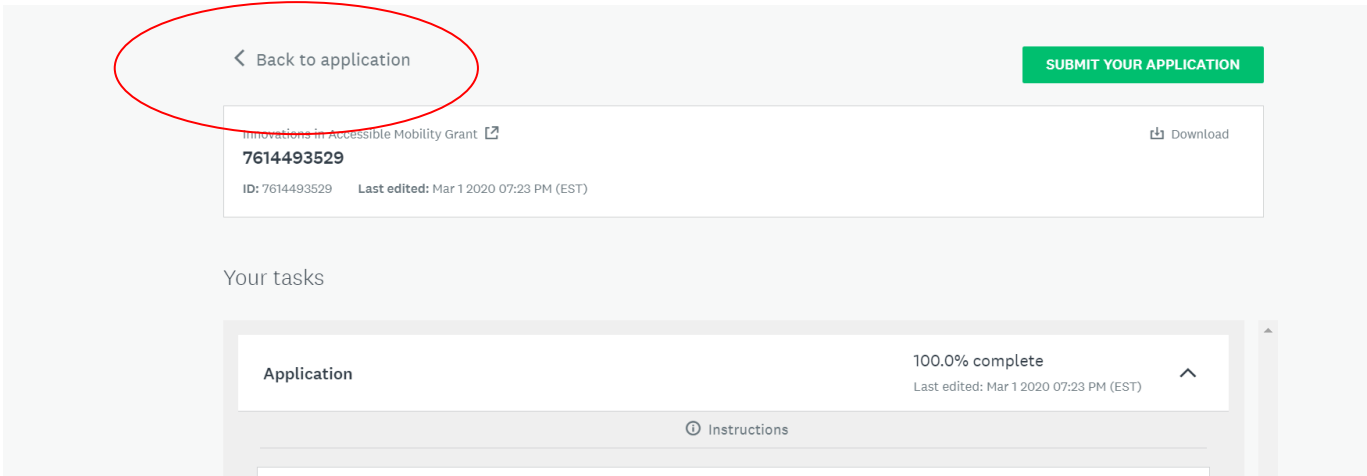


17. If you click **REVIEW**, it will generate a one-page summary of everything you have filled out and uploaded. You will have the option to review in the summary page, **VIEW FULL SCREEN**, or **DOWNLOAD** (circled below). When you are ready to submit, click **SUBMIT YOUR APPLICATION** located at the top right of the screen.



18. Once you click **SUBMIT YOUR APPLICATION**, you will receive the following prompt to **SUBMIT** your application. If you need to return to the application to make any changes before submitting, click on **CANCEL** and then **BACK TO APPLICATION** (circled below) located on the left top corner of the screen. This will take you back to the application task list.





19. Once you have made any changes and are ready to submit the application, follow the steps noted above. Once you click SUBMIT, you will receive confirmation that the application was submitted.

