

Medica Online Application Instructions

- **All organizations using the online application process must create an account and password in order to access the application(s) and monitor previously submitted applications.**
- **Returning Users:**
If your organization created an account last year, please be sure to login with the ID (email address) and Password used at that time. If you don't remember your password, just click on the "Forgot your password?" link at the bottom of the page and an email will be sent with information on how to update your password. *The email is sent to the email address that is used as your account ID.*
- **To create an account:**
 - A. Identify an **email address** to use as your ID to access the online application. *Please make sure that if other staff will be accessing the application they have access to this email address.*
 - B. Identify a **password** for your ID to use to access the online application. *Please make sure that if other staff will be accessing the application they have access to this password.*

You are brought to the "Sign In" page.

Account Login

Please Sign In

E-mail Address:

I am a new online applicant
 I am a returning online applicant.

My password is:

[Forgot your password? Click here](#)

- Enter the e-mail address identified in Step A above.
- Click on the radio button, "I am a new online applicant".
- Click the "Continue" button.

You are brought to the "Account Creation" page.

Create an Account

An account allows you to access your saved and submitted applications at anytime. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail Address:	<input type="text" value="foundation@medica.com"/>
Confirm E-mail:	<input type="text"/>
Password (minimum of 5 characters):	<input type="text"/>
Confirm Password:	<input type="text"/>

[Click here to go back to the login page](#)

- E-mail address will already be filled in.
- Type in password identified in Step B above. (Password has a minimum of 5 characters.)
- Confirm your password by retyping it in the “Confirm Password” field.
- Click on “Create Account” button.
- You will be sent an e-mail confirming that an account has been set up for your Organization. It is VERY IMPORTANT to save this email for future reference and access to the “My Account Page”.

You are brought to the Eligibility Quiz. Begin completing the application!

Note: It is highly recommended you click on the “Save and Finish Later” button at the bottom of each page of the application. Although this will bring you back to the “My Account” page, it will SAVE your work in progress. You will then only need to select the application again for further editing before submission.

WARNING: If you click the “Submit” button, we are not able to reopen your application and you will need to start over.

Saving and Finishing Later

- If you are unable to complete the entire application after accessing it you may save it and complete it later.
 1. At the bottom of each page click the “Save & Finish Later” button.
 2. You will be brought to your account page where you will see the name of your open application and the date it was last updated.

Account: foundation@medica.com

[Change E-mail/Password](#)**Open**

The following applications have been started but have not yet been submitted. To edit or submit an application, click on the application name.

Please note: applications that have not been updated in over 120 days will be automatically deleted.

Application Name	Requested Amount	Last Updated	Action
Behavioral Health Letter of Inquiry		Jan 08, 2008	Delete

Submitted

These applications have already been submitted. To view a summary of the application information, click on the application name.

Application Name	Requested Amount	Submitted
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You currently have no SUBMITTED applications.

3. There is no “Logout” button, you are automatically logged out when you close your browser.

Retrieving a Saved Application

To retrieve your saved application:

1. Use the confirmation email that contained a URL to use to access your account. Your account password should also be in the email. If you have this email click on the link and you will be brought directly to your account page.

From your account page: (example above)

This area is where you will manage your work in-progress and submitted applications.

- Click on the application you would like to edit. (Under “Open” Section of your account page.)
Note: if you see multiple instances of the same application and you are NOT submitting a proposal for multiple programs, you probably initiated a new one when there was already one started. Review the applications, and delete any duplicates.

WARNING: You may have entered information in one application that is not in the other. Review carefully before deleting.

- To delete an application, click on “Delete” next to the application. The following message will appear at the top of the page:

“Are you sure you want to delete application [the name of the application]?”
[Click here to delete](#) ← Click this link to complete the deletion.

Attaching Required Application Attachments

Accessing Attachments

To initially retrieve the required attachments:

Go to <http://www.medicafoundation.org/applicationforms.aspx> : (there is also a link at the top of the online application for “Documents to Download” which will take you to this page.)

- Go to “Step 3” to find the document(s) you will need to download
- Save each attachment by right-clicking (MS Windows) on the title, selecting “Save Target As”, and saving it to a location on your hard-drive or LAN. **OR** open each attachment by clicking on it, fill out in your editor, and save it in a familiar location on your computer by selecting -- File, Save As.

Note: When saving the document to your computer please use the naming convention noted for each file on the final page of the application.

Uploading Attachments

- From the “Title” dropdown box on the final page, select the title matching the attachment you are uploading.
- Click on the “Browse” button and navigate to the location where you saved the completed attachment on your computer and select the attachment. **Note: Make sure you select the file matching the title you selected in the “Title” dropdown box.**
 - For example, if you selected “Budget Information” from the “Title” dropdown box, you should be selecting from your computer the file you saved as “Budget Information-LOI-Org Name”.
- Click “Open” from the File Selection window
- Click “Upload” after the file location appears in the “File Name” field
- Repeat for all required attachments
- **IMPORTANT:**
 - **Applicants must use the templates identified as the attachment documents. Any other templates will not be accepted and the application will be considered incomplete.**
 - **The “Title” chosen in the drop down box must match the document you are attaching.**

Reviewing and Submitting the Application

Before you submit your application:

- Review the application and attachments for accuracy.
- Confirm required attachments are uploaded.
- Print the application for your records using the Printer Friendly link.
- Click on the “Submit” button when completed.

*****You should receive an email confirming your submission**

General Reminders and Guidelines

- *Keep a record of your Account login ID Password and URL to the “My Account Page” for future reference. This ID and password should be used for all future request submissions.*
- Make sure your agency staff is aware that you have the login information if they need to assist in completing the request.
- Remember to upload your attachments before submitting your application.
- Print a copy of your application for your records before submitting.

Forget Your Password?

- On the Account Login Screen, click on “Forgot your password.”
- Enter the e-mail address created for this process.
- Click on “Send Password.”
- Password will be sent to that e-mail address.

The Online Application Buttons/Links

Review My Application

- Fields from all pages of the application are listed on one page. You may change the data in any field.

Printer Friendly Version

- Allows organizations to print the application including all questions and answers in the order they appear on the application form.

Review & Submit

- Allows you to review your application and then automatically submit it.
- **DO NOT SELECT THIS UNLESS YOUR APPLICATION IS COMPLETE.**

Save & Finish Later

- At the bottom of any page of the application, you can click “Save & Finish Later”. By selecting this button, it will save the data entered to date and you will be able to return later to complete your application.

Submit

- **Do not** click on the “submit” button until you are completely done with your application and have uploaded the required attachments.
- You will not be able to retrieve or edit your application once you have submitted it.

Important!! Confirmation Email

- You should receive an email confirming that your request was submitted. Below is an example of the email you should receive. If you do not receive this message within a day of submitting, your application did not go through.

*Example of the E-mail Message you will receive when you click on the “Submit Button”:
Your request has been submitted successfully to the Medica Foundation. For your reference, the tracking number is “20067”. We will begin reviewing requests after the deadline date. For your records, here is a copy of the contents of your application.*

*Thank you,
Medica Foundation*

If you have general questions regarding the Application Process, please contact
Foundation@medica.com