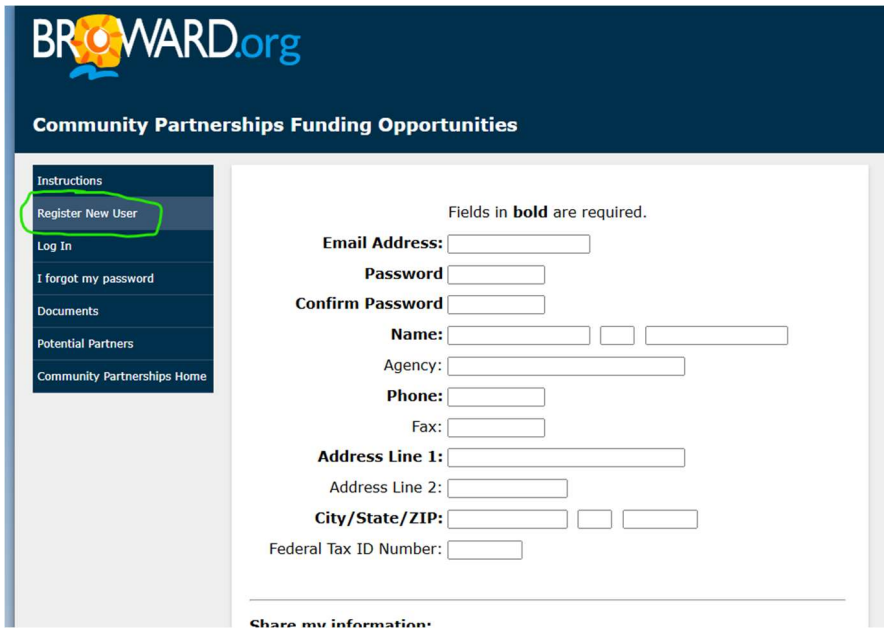


## Registration Instructions for New Users

**Step 1:** From your browser, go to <http://webapps.broward.org/CommunityPartnershipsRFP> .

**Step 2:** As a new user, you will need to register. Click on **Register New User**.

Result: The *Community Partnership Funding Opportunities Profile* window appears.



The screenshot shows the Broward.org website interface. The header includes the logo and the text "Community Partnerships Funding Opportunities". A left-hand navigation menu contains several options, with "Register New User" highlighted in a green box. The main content area displays a registration form with the following fields: "Email Address", "Password", "Confirm Password", "Name", "Agency", "Phone", "Fax", "Address Line 1", "Address Line 2", "City/State/ZIP", and "Federal Tax ID Number". A note above the form states "Fields in bold are required." The "Share my information" checkbox is located at the bottom of the form.

**Step 3:** Fill out all required fields, indicated in **bold**. Required fields are: Email Address, Password, Confirm Password, Name, Phone, Address, City / State / Zip.

**Step 4:** If your agency is interested in collaborating with other agencies when responding to a Human Services Department solicitation then select the checkbox next to **Share my information**. If your agency is not interested in collaborating, leave the checkbox empty.

**Step 5:** Click on the categories that your agency would like to partner with. You may choose one agency or all.

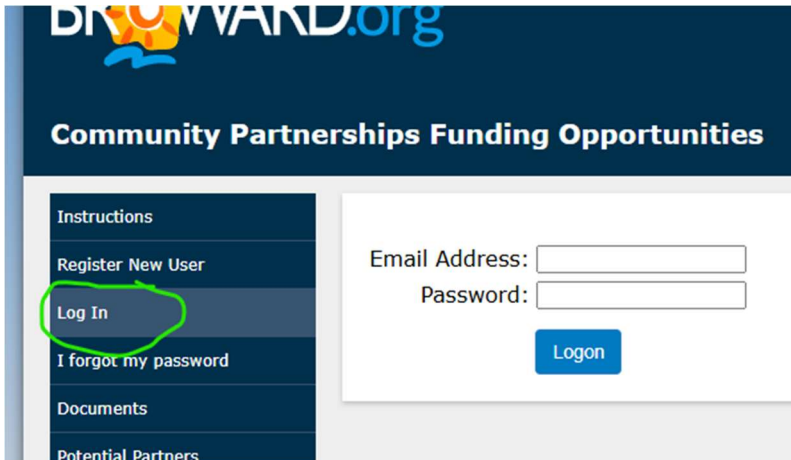
**Step 6:** Click the **Save** button and then click **OK** in the message box.

**Step 7:** To log in, click **Log In**, enter your email address and password, and then click **Logon**.

## Instructions to Change User Profile

**Step 1:** From your browser, go to <http://webapps.broward.org/CommunityPartnershipsRFP>.

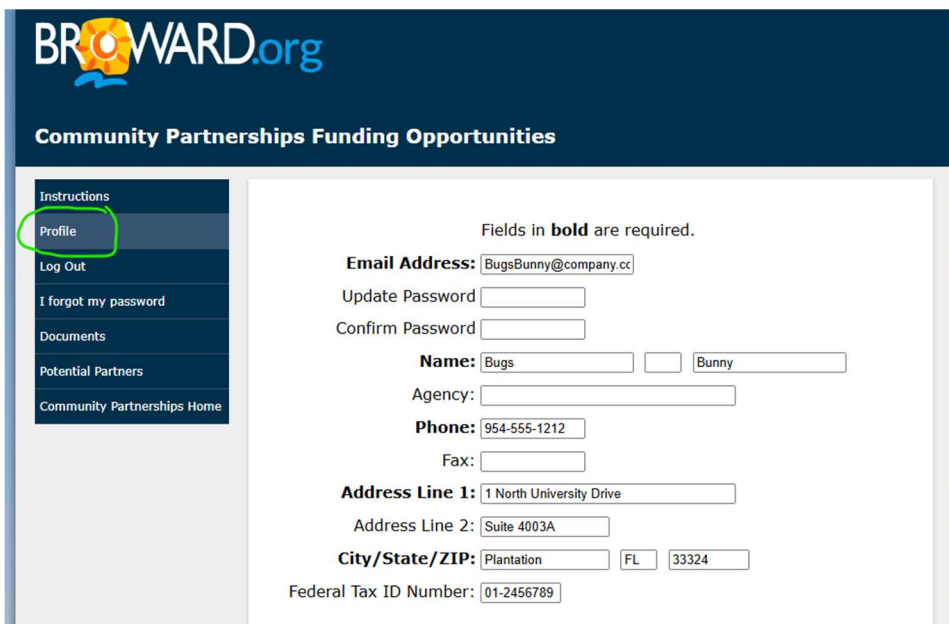
**Step 2:** Click on **Log In**, enter your email address and password, and then click the **Logon** button.



The screenshot shows the Broward.org website header with the logo and the title "Community Partnerships Funding Opportunities". On the left, a navigation menu includes "Instructions", "Register New User", "Log In" (circled in green), "I forgot my password", "Documents", and "Potential Partners". The main content area features a login form with "Email Address:" and "Password:" labels, each followed by a text input field. Below these fields is a blue "Logon" button.

**Step 3:** Click on **Profile**.

Result: Your agency information appears in the profile screen.



The screenshot shows the Broward.org website header with the logo and the title "Community Partnerships Funding Opportunities". On the left, a navigation menu includes "Instructions", "Profile" (circled in green), "Log Out", "I forgot my password", "Documents", "Potential Partners", and "Community Partnerships Home". The main content area displays a profile form with the instruction "Fields in **bold** are required." The form includes the following fields: "Email Address:" (with value BugsBunny@company.cc), "Update Password" and "Confirm Password" (both empty), "Name:" (with values Bugs and Bunny), "Agency:" (empty), "Phone:" (with value 954-555-1212), "Fax:" (empty), "Address Line 1:" (with value 1 North University Drive), "Address Line 2:" (with value Suite 4003A), "City/State/ZIP:" (with values Plantation, FL, 33324), and "Federal Tax ID Number:" (with value 01-2456789).

**Step 4:** Update the desired fields.

**Step 5:** Click the **Save** button when you have completed your updates and then click **OK** in the message box. Your profile is now updated.

## Instructions to Download Solicitations and Solicitation-Related Information

**Step 1:** From your browser, go to <http://webapps.broward.org/CommunityPartnershipsRFP> .

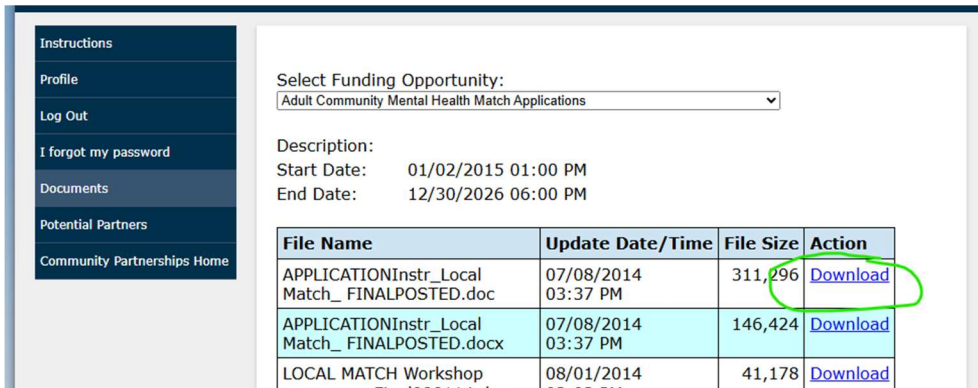
**Step 2:** Click on **Log In**, enter your email address and password, and then click **Logon**.

Result: The *Community Partnerships Funding Opportunities Documents* screen appears.

**Step 3:** Click the **Select Funding Opportunity** drop-down list and select an item from the list.



**Step 4:** In the **Action** column, click the **Download** link next to the desired filename, click **OK** to continue, and then click **Open** to open the document.



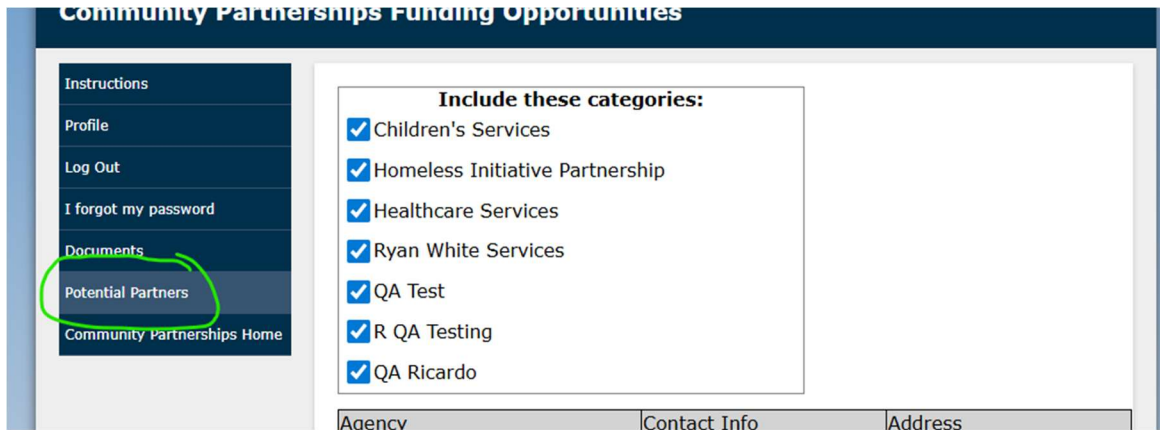
**Note:** The Community Partnerships Division will send out email notifications of new funding opportunities as soon as the solicitation opens to registered agency representatives, allowing fast, easy access to this important information.

## Community Partnerships Funding Opportunities – Finding Potential Partners to Collaborate with on a Proposal

**Step 1:** From your browser, go to <http://webapps.broward.org/CommunityPartnershipsRFP> .

**Step 2:** Click on **Log In**, enter your email address and password, and then click **Logon**.

**Step 3:** Click on **Potential Partners**.



**Step 4:** To display the list of Potential Partners for a specific category, click on the checkbox(es) next to the desired category. The names and contact information of agencies who have expressed an interest in collaborating will appear at the bottom of the screen in bold. The category of interest identified by the agency will appear in gray below the name of the agency.

**Step 5:** To print the list, click on the **Print** button  located in the top right corner of the browser toolbar.

**Note:** As agencies register and update their profile information, the agency lists are updated automatically. You may want to check back periodically to see if additional agencies desire to be contacted.