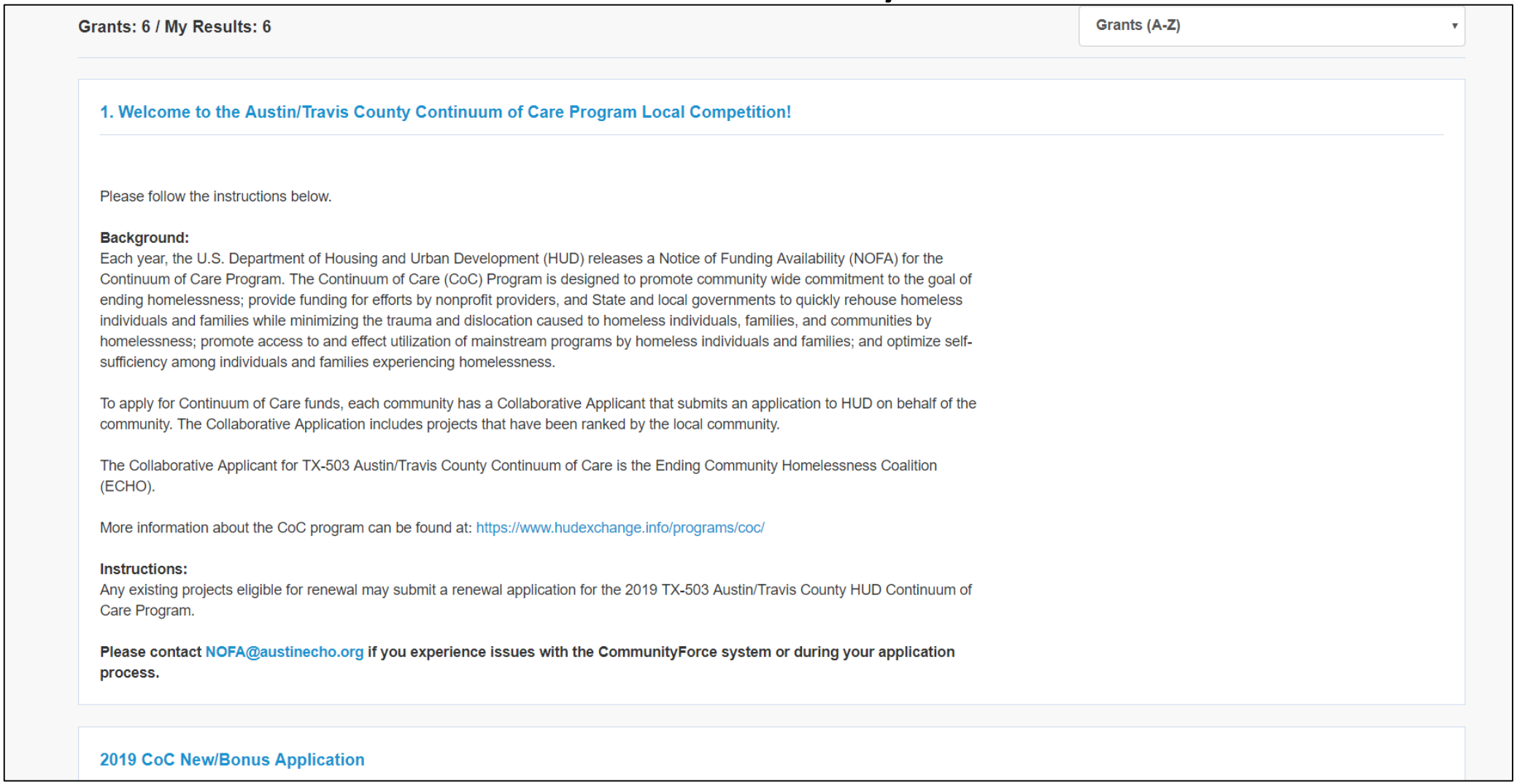
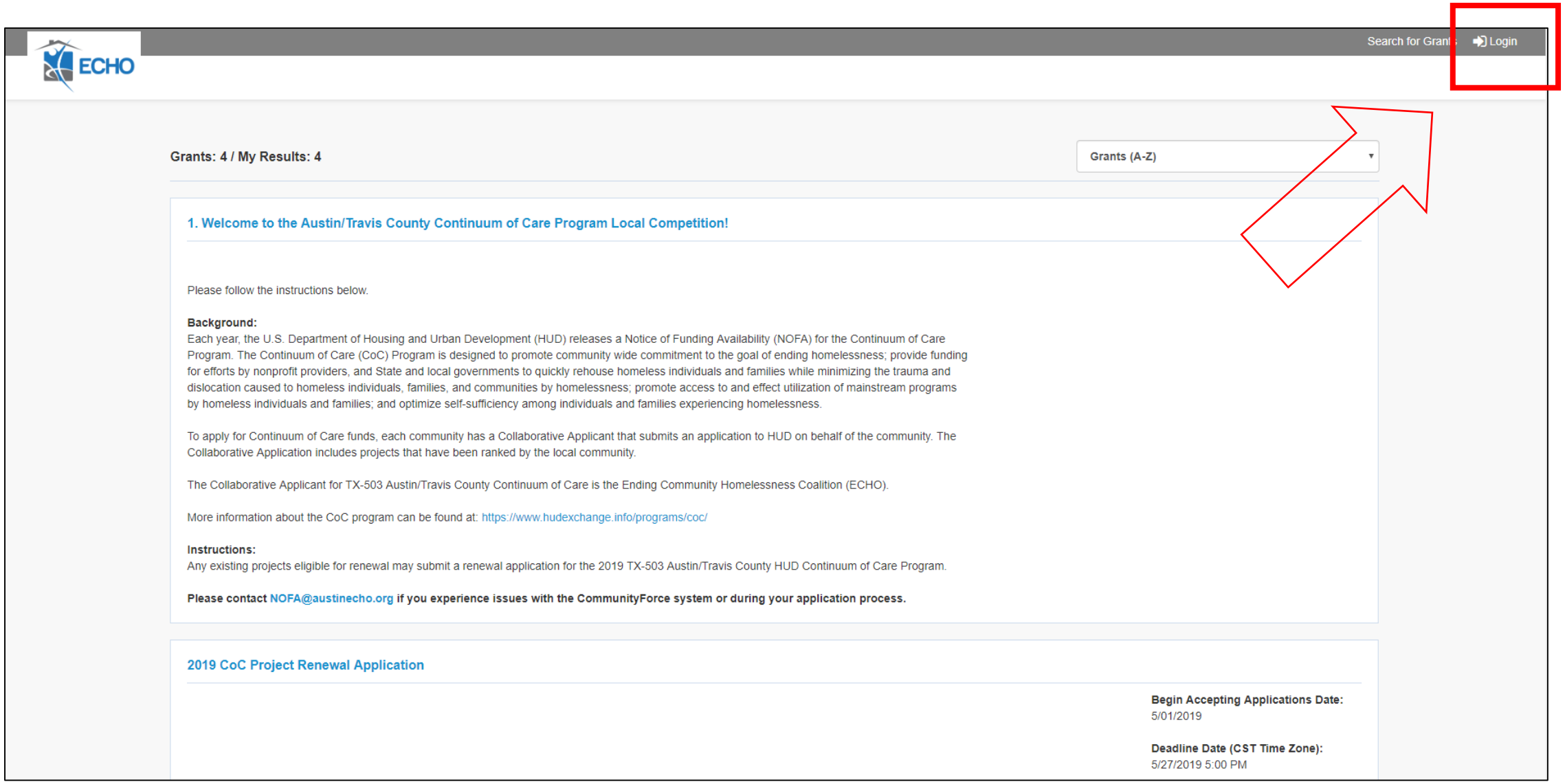
How to use CommunityForce to submit your CoC New/Bonus funds application

Email questions to NOFA@austinecho.org

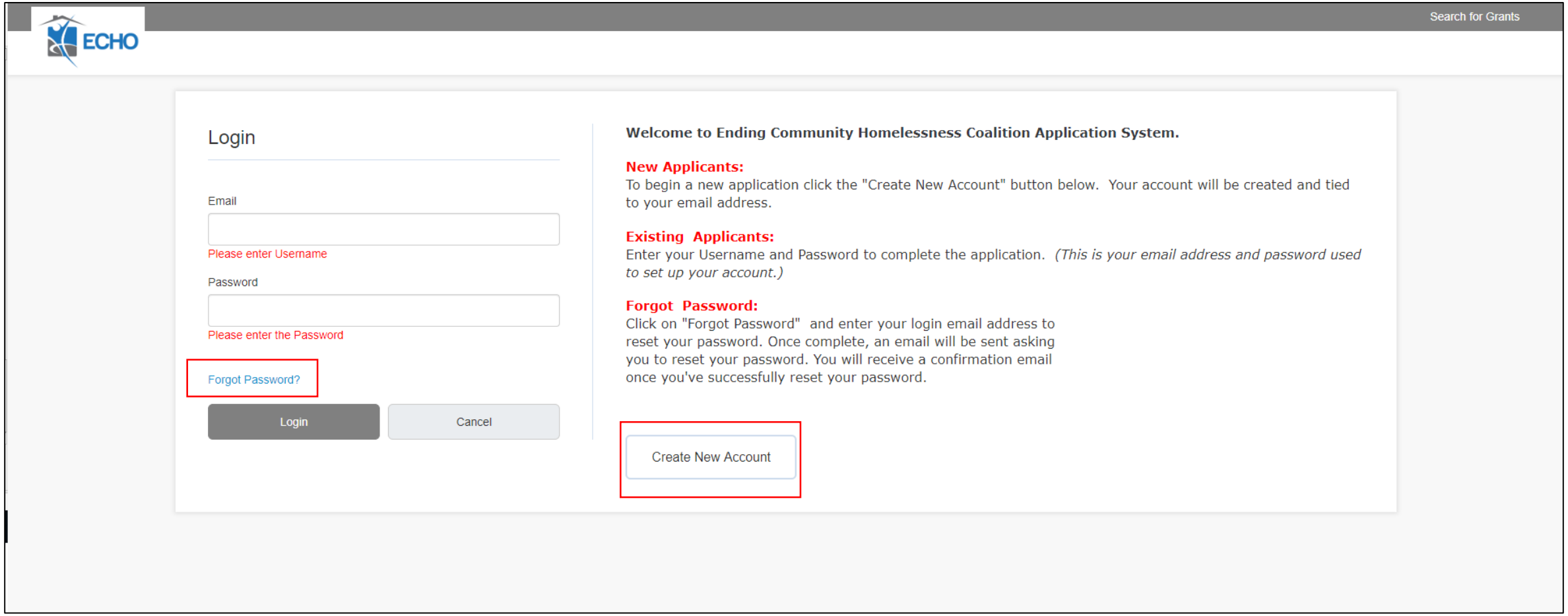
Head to austinecho.communityforce.com/



Scroll up slightly to reveal the “Login” button

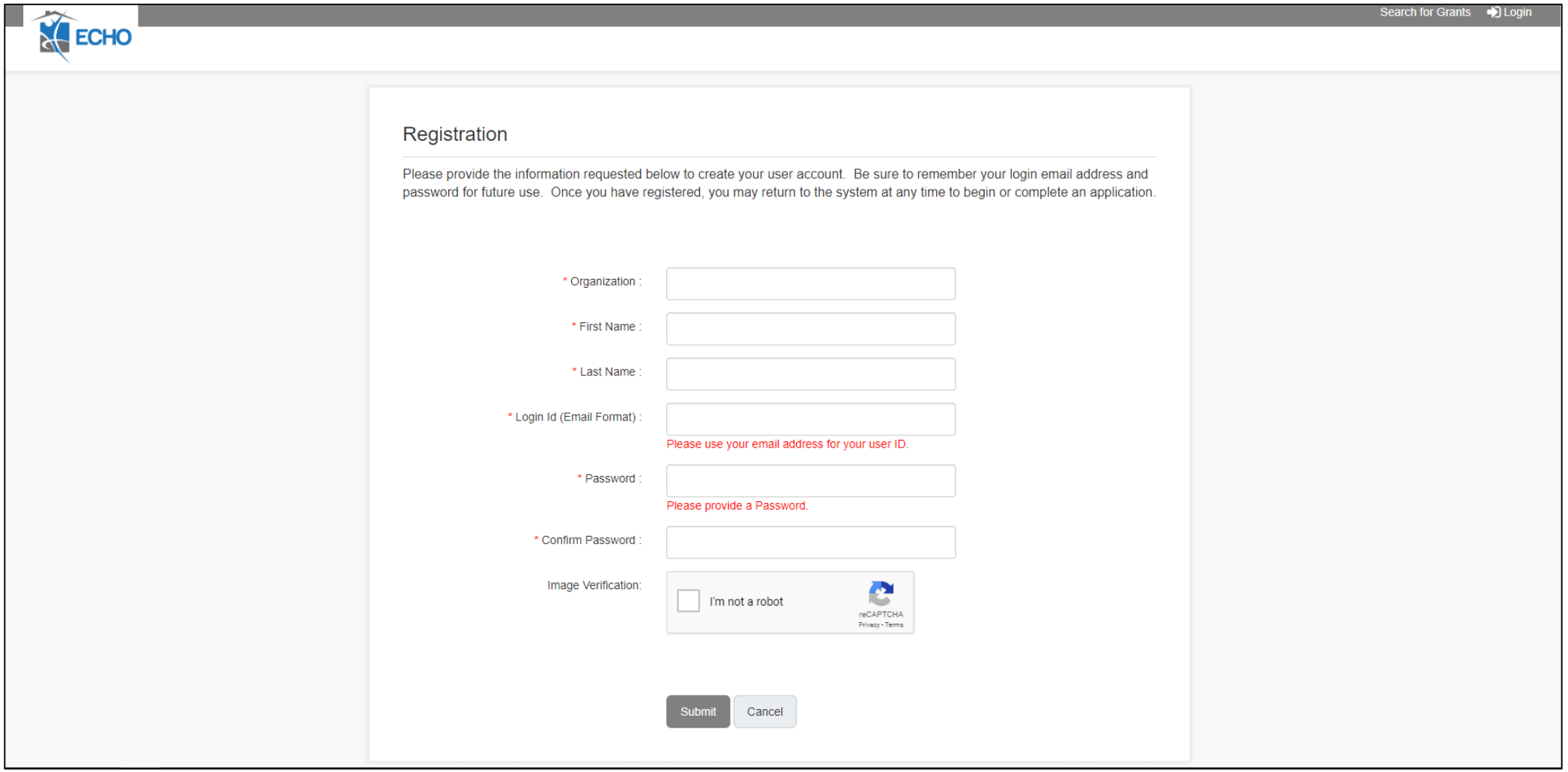


If you remember your login info, input it here



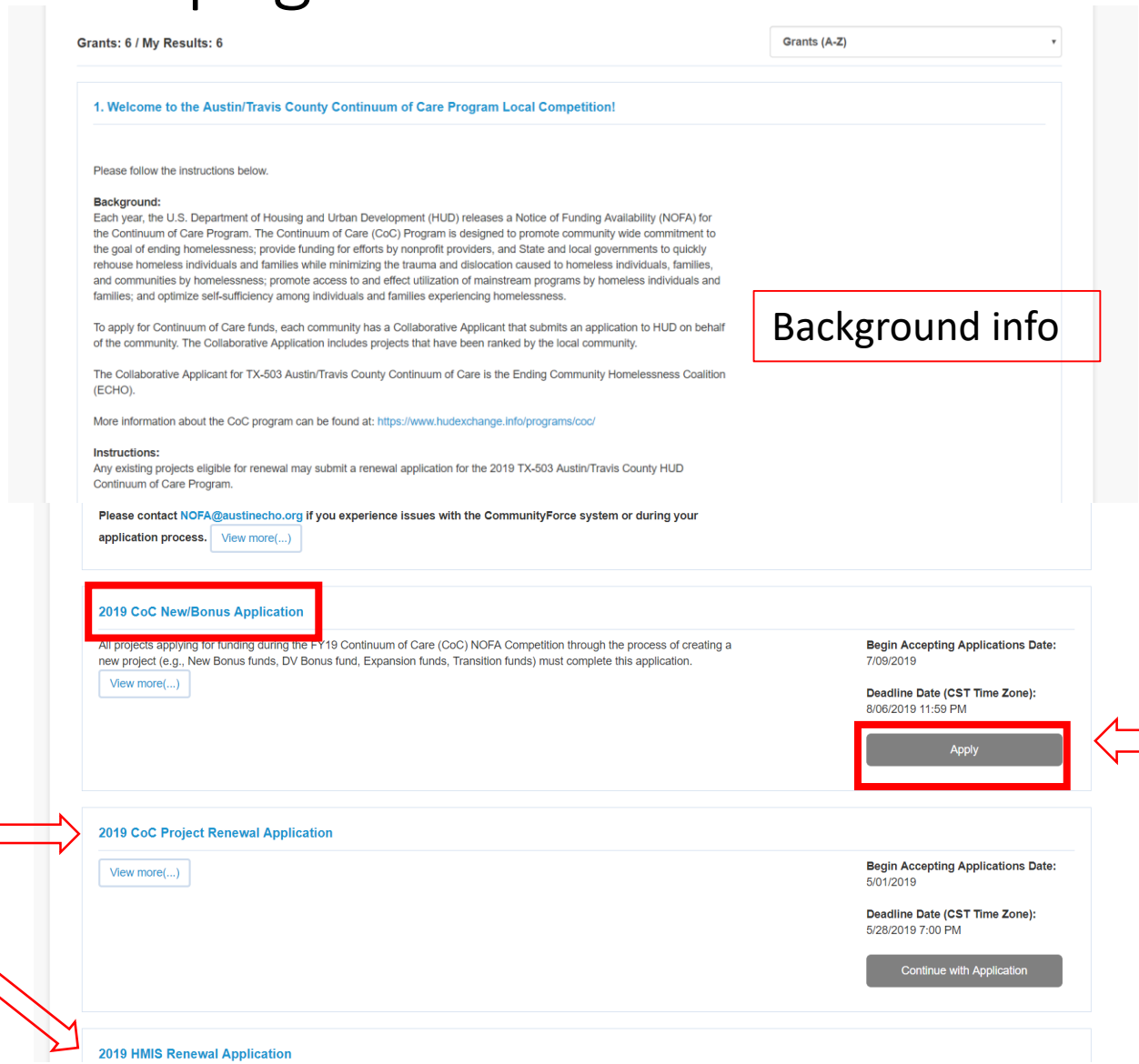
- You can reset your password by clicking “Forgot Password” and entering the email address you’ve used previously.
- If you’ve never used CommunityForce before, click “Create New Account.”

Creating a new account



You will have the option to change your account details later, if needed

Once you have an account and have logged in you'll wind up on this page

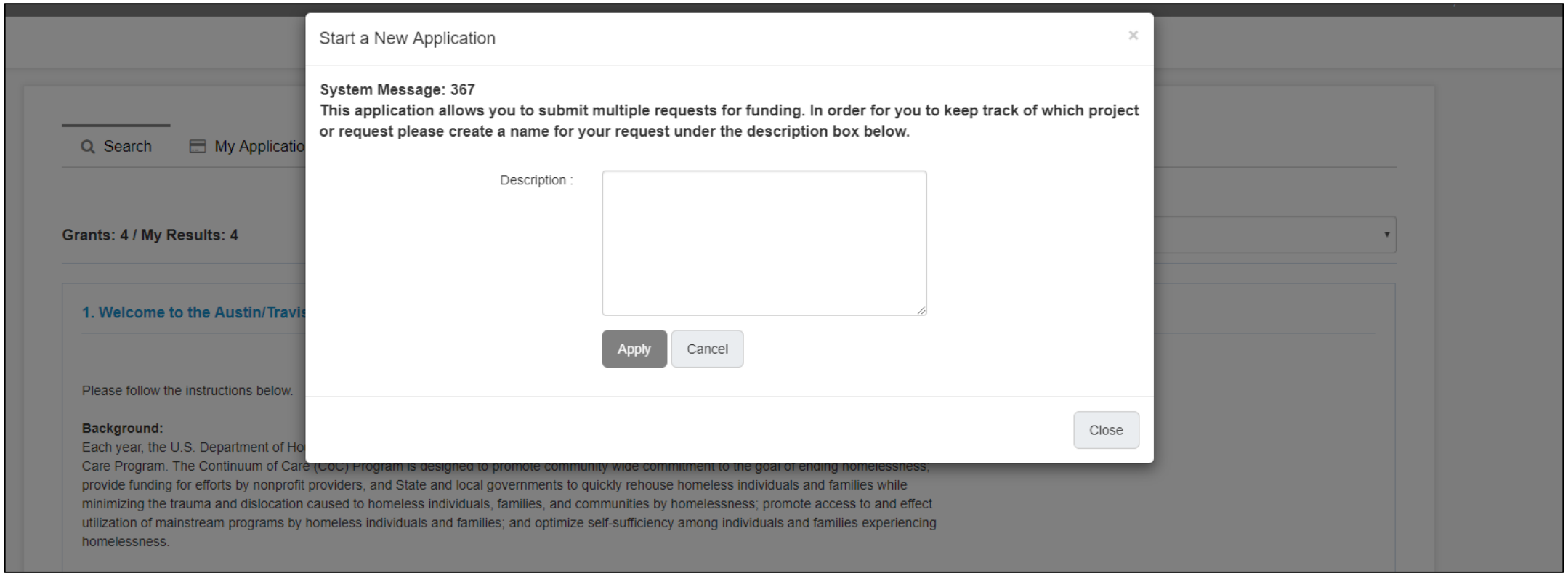


Background info

Click here to start your application

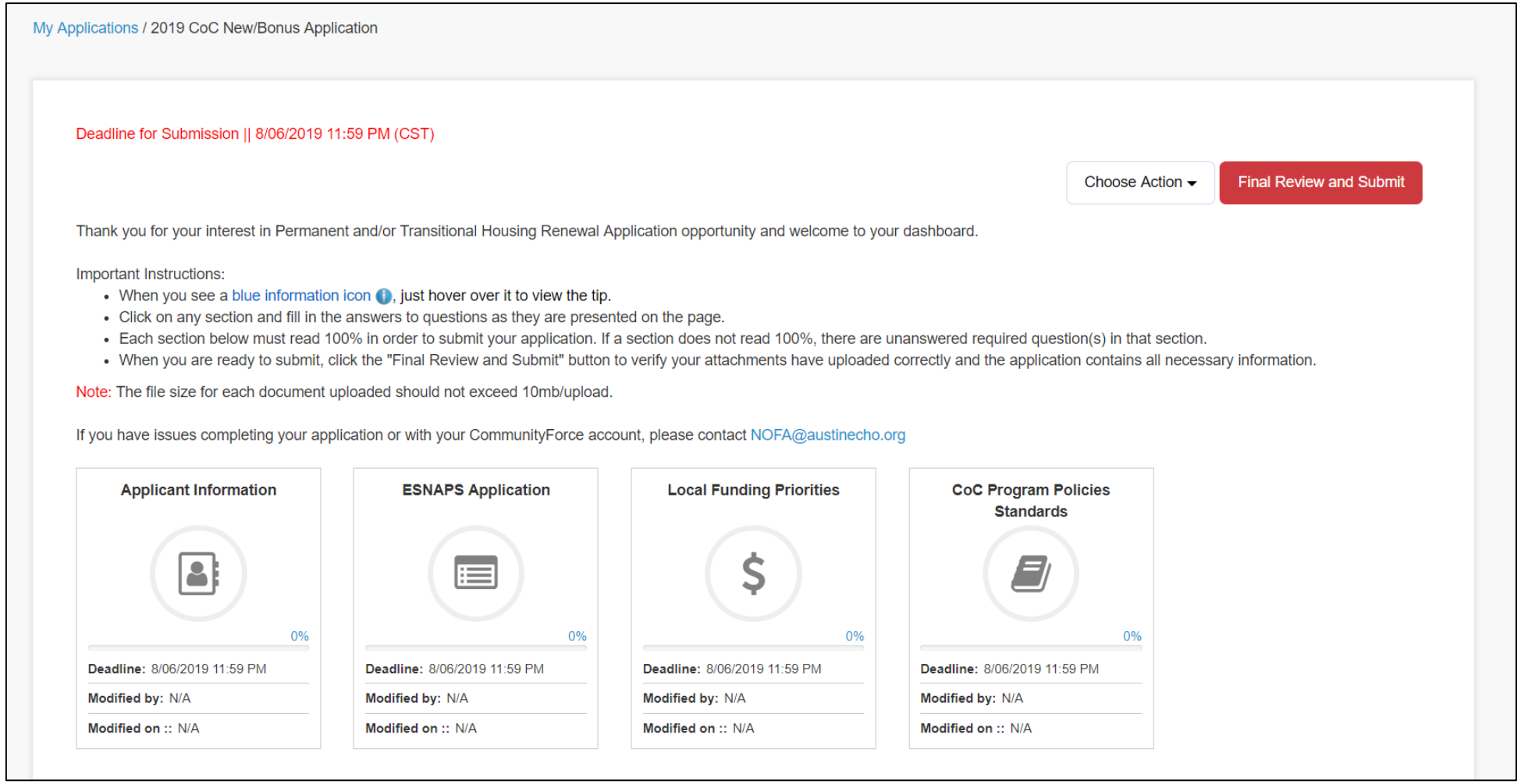
Ignore these

Name your application



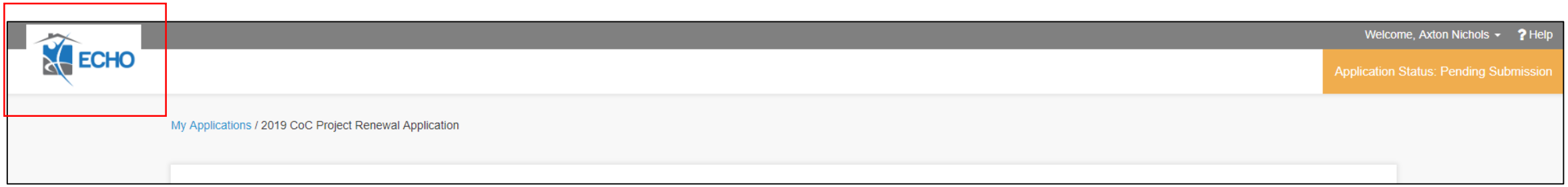
If you will need to submit multiple applications (for different projects), you can name each application here to keep track of which application goes to which project. Enter a name and click “Apply”

Application Dashboard screen

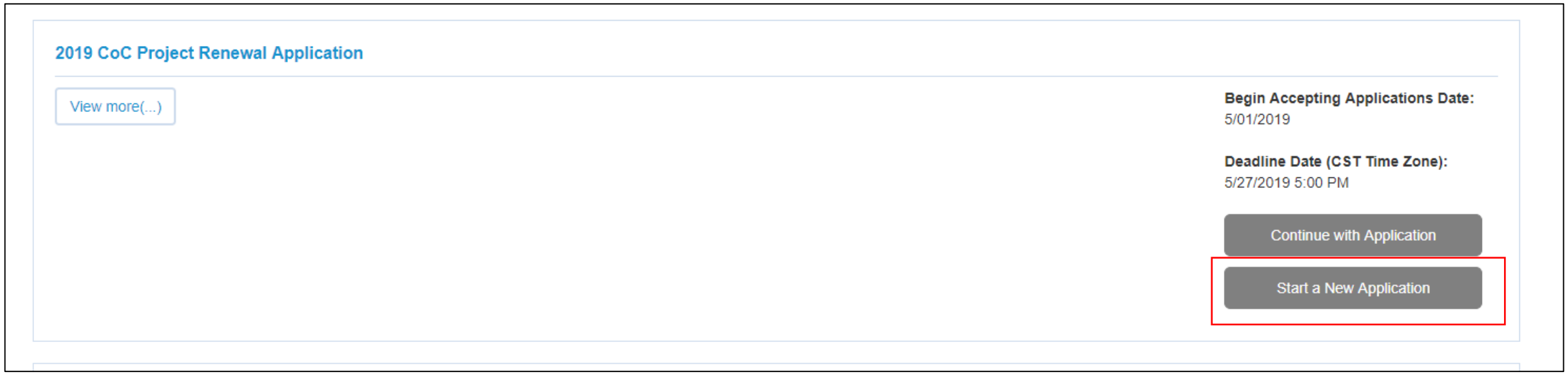


From this screen you can click on a section and start filling in your project information

To start a new application, click the ECHO logo in the upper left of the screen to return to the first page

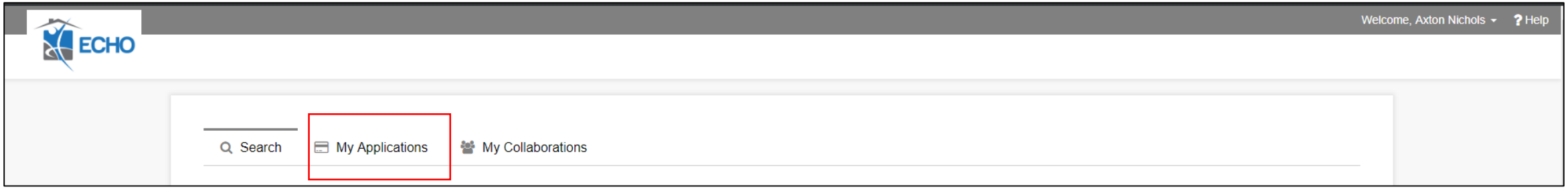


Scroll back down and click “Start a New Application,” and give the new application a name

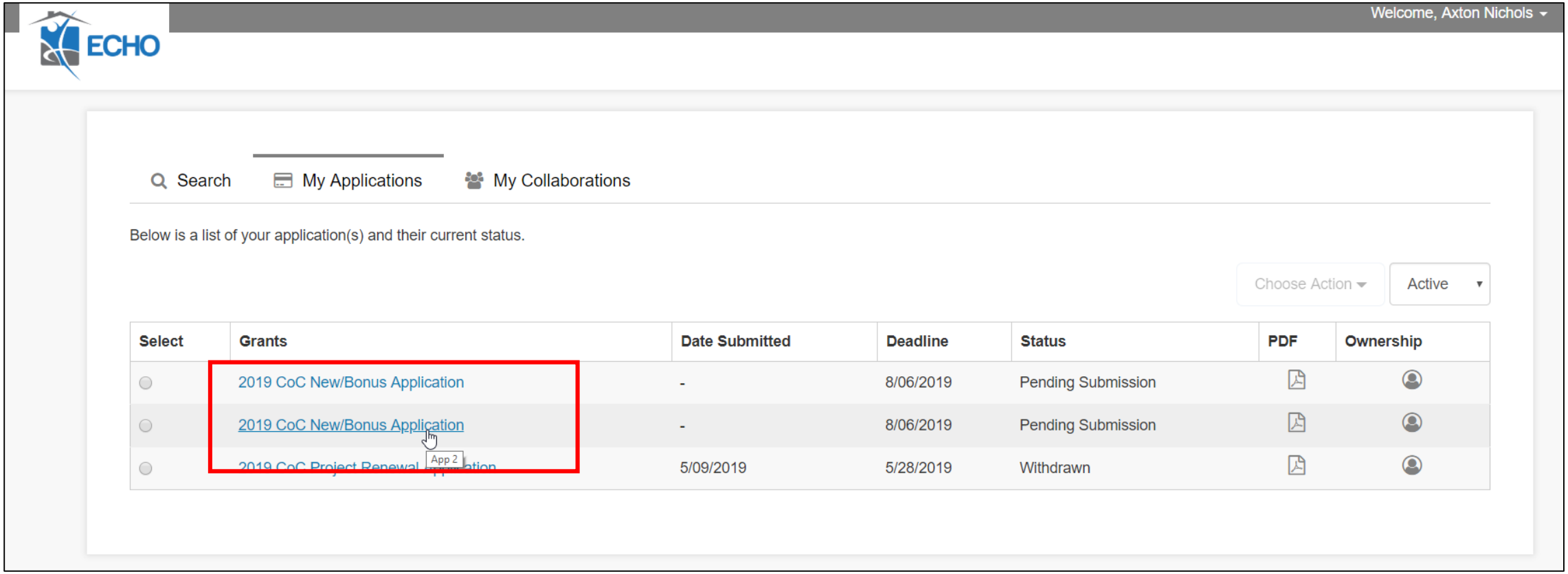


Click “My Applications” at the top of the page to see a list of all your applications

or

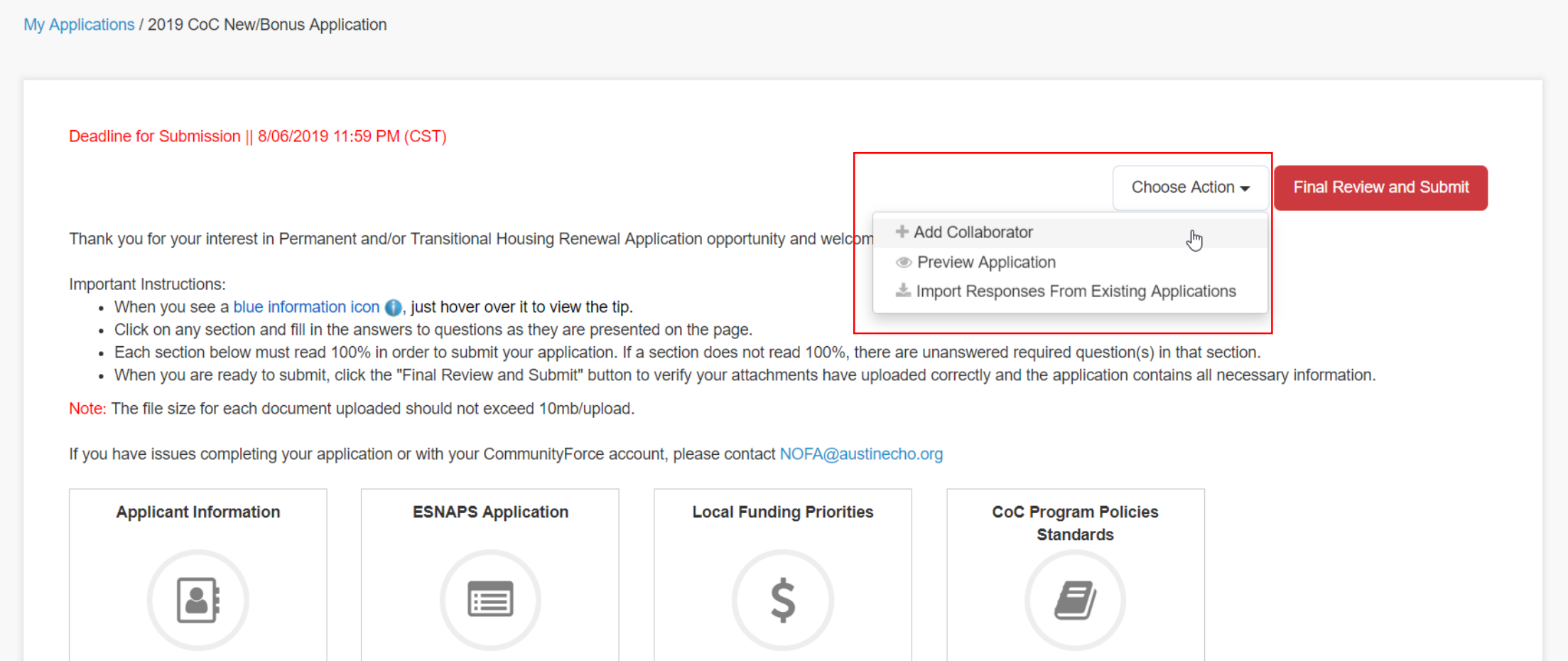


“My Applications” page



You will need to hover your mouse over the name of the grant (2019 CoC New/Bonus Application) to see the name you gave to the application

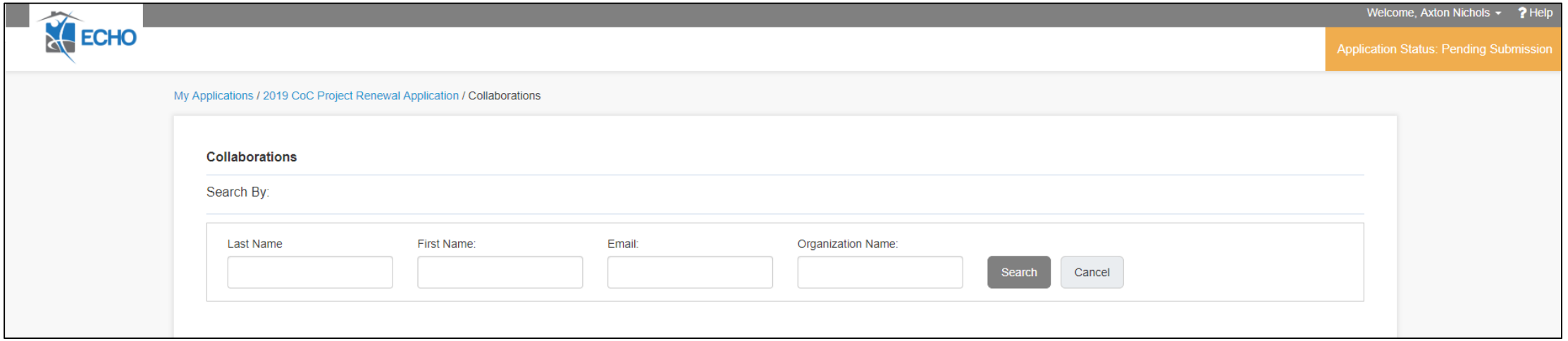
You can invite other people to work on the application from the Application Dashboard screen



Click on “Choose Action” near the top of the screen, then select “Add Collaborator”

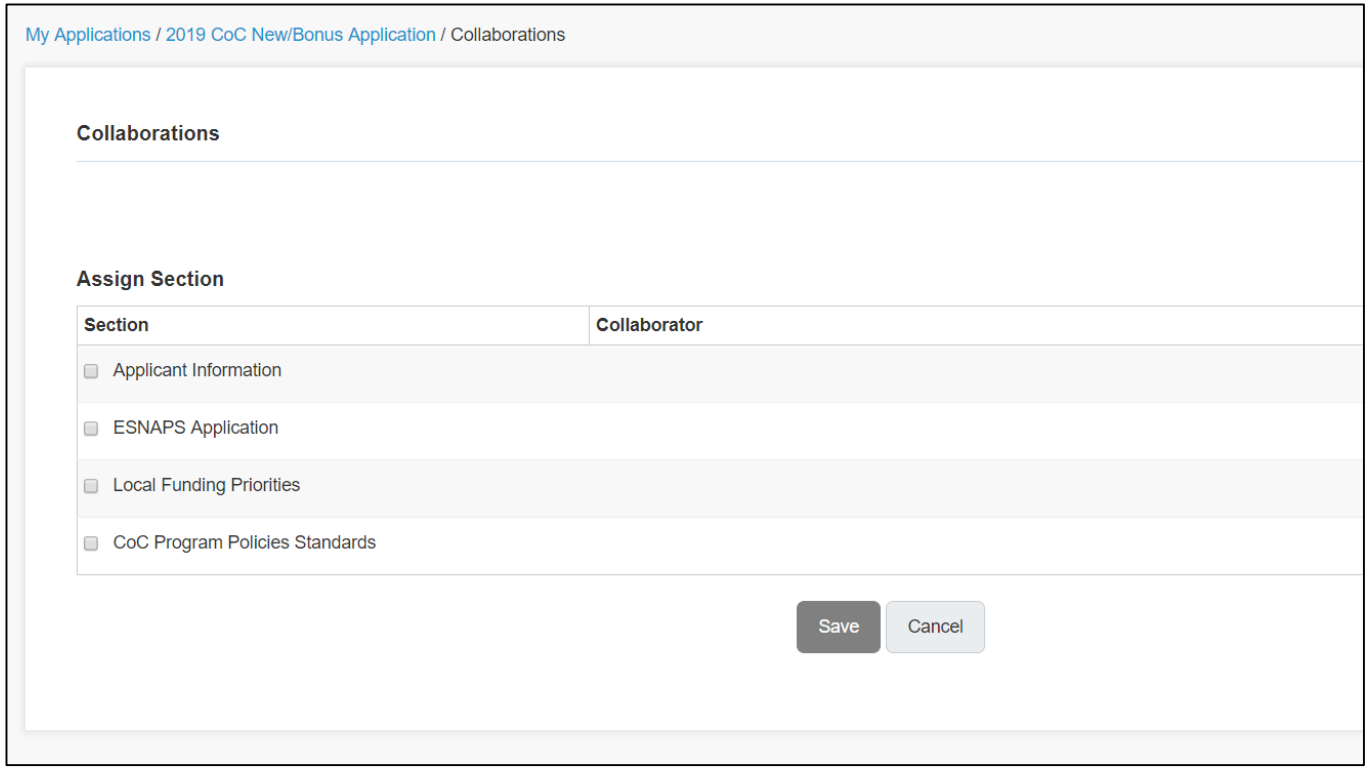
Adding application Collaborators

Click on the “Add Collaborator” button, then search for the person you want to be able to work on the application with you

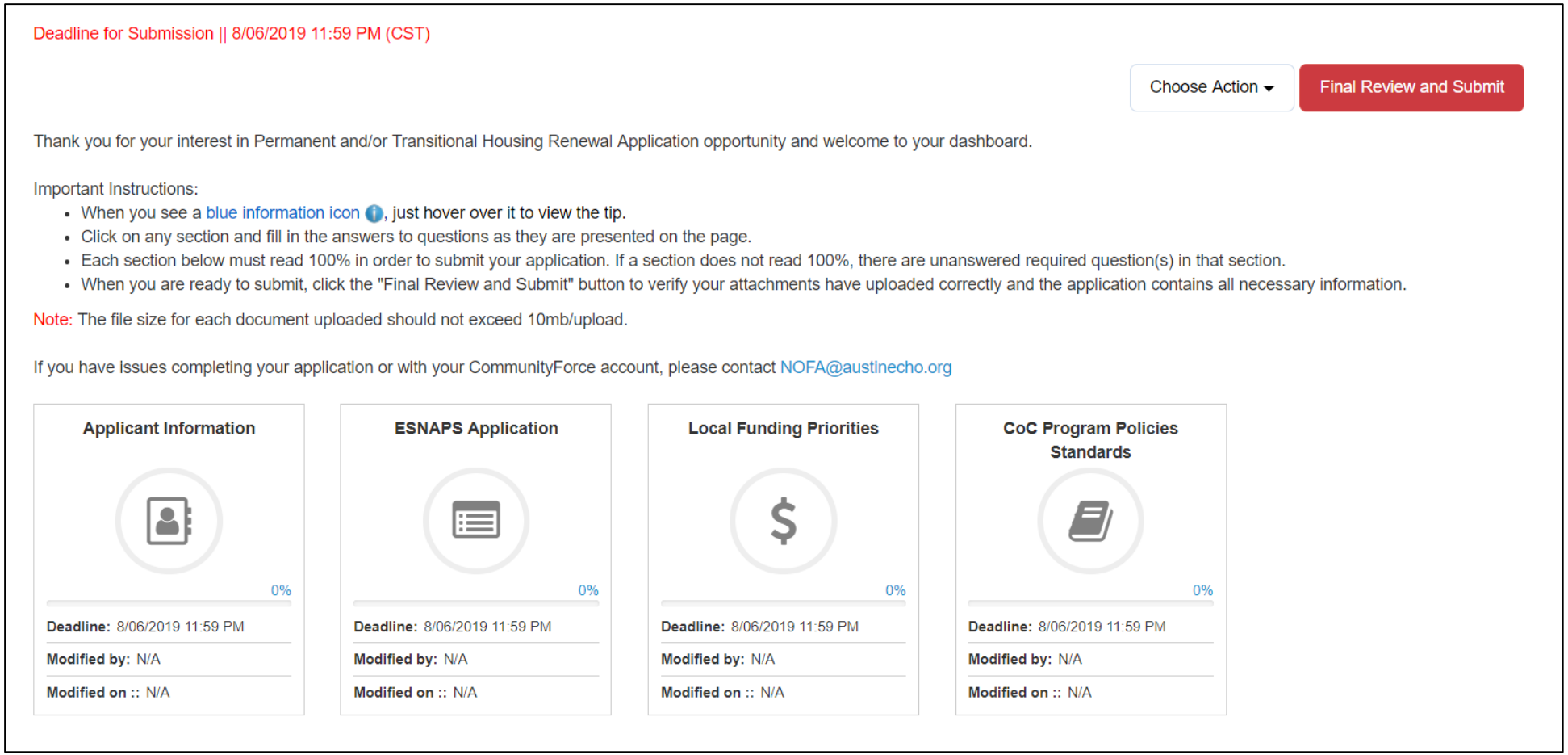


Assign sections to your Collaborator

Click on "Assign Section," then on the next screen check off all the sections you want your Collaborator to work on, and click Save

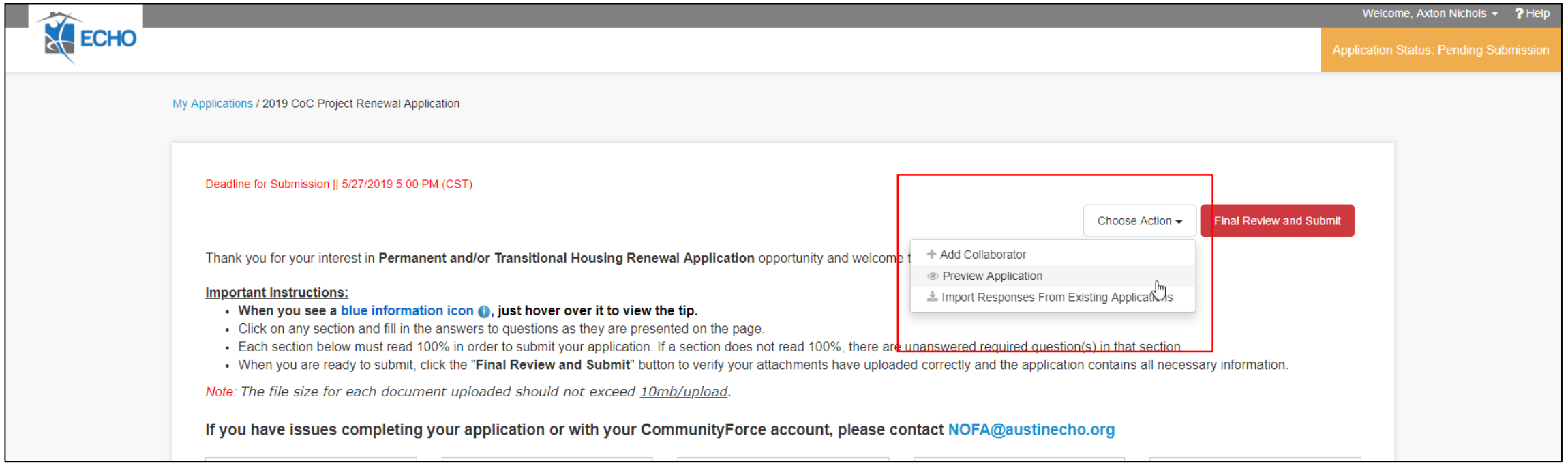


To work on your application, return to the Application Dashboard and click on a section



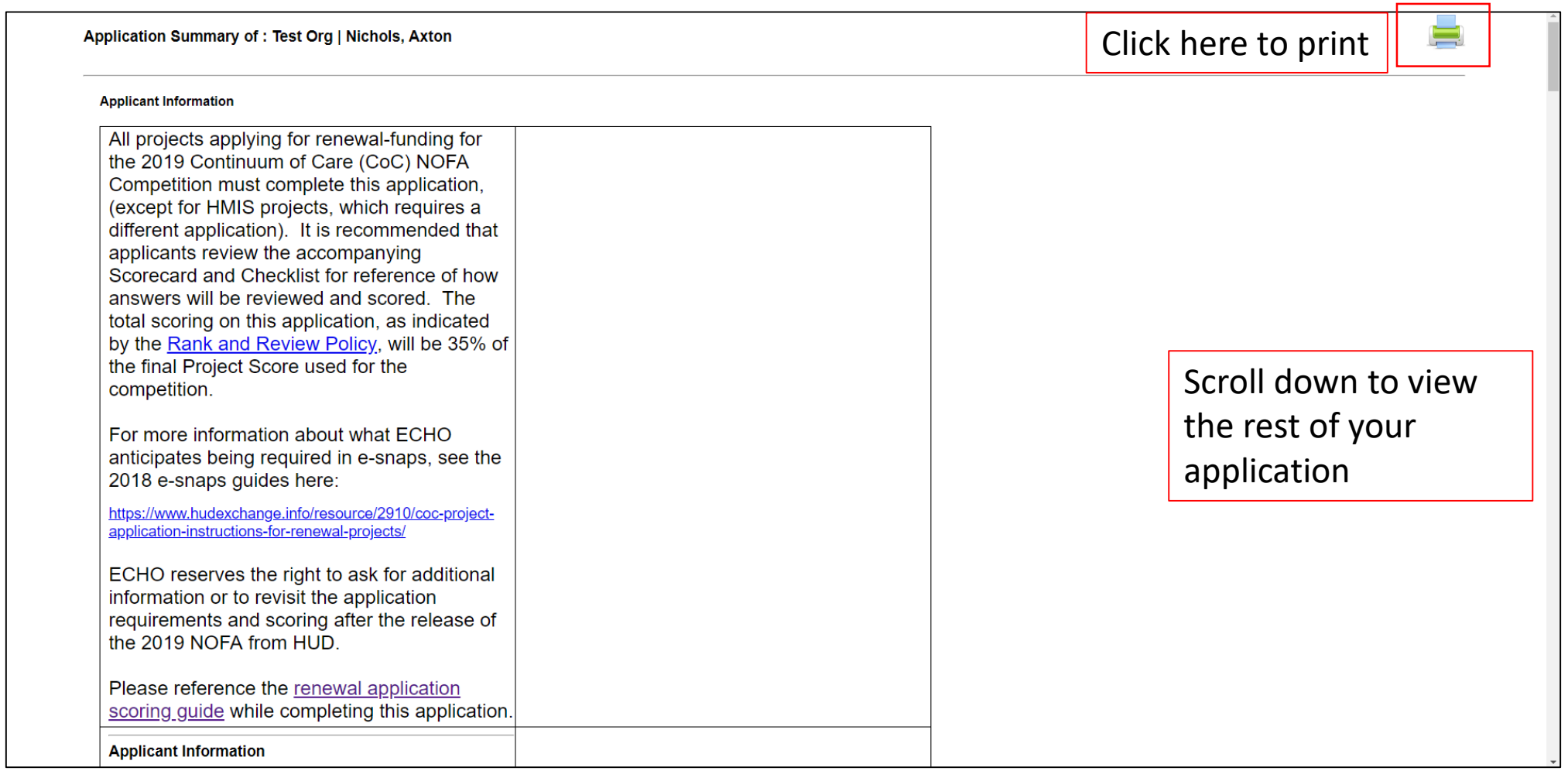
It doesn’t matter what order you work on your application, but every section must be completed before you can submit

To preview the full application, return to the Application Dashboard

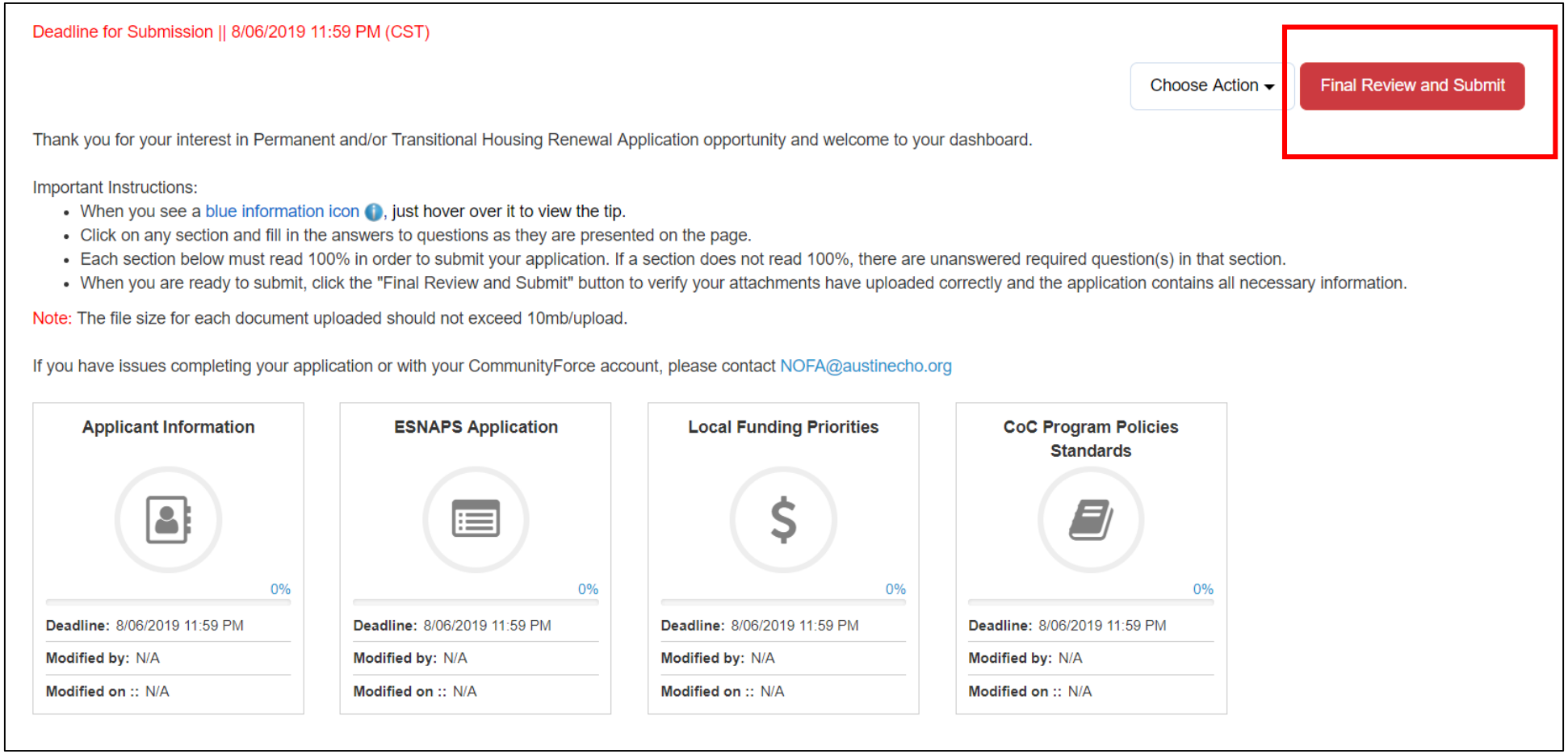


Click on “Choose Action,” then “Preview Application”

“Preview Application” will allow you to view all the information you’ve entered on one screen. You also have the option to print out your application



When you're done working on your application you can review and submit



Finalized applications are not due until **August 6th**. Please do not submit your application until you are certain you're completely done working on it. You will not be able to make further edits once you submit

If you have additional questions about the CommunityForce system, send them to NOFA@austinecho.org