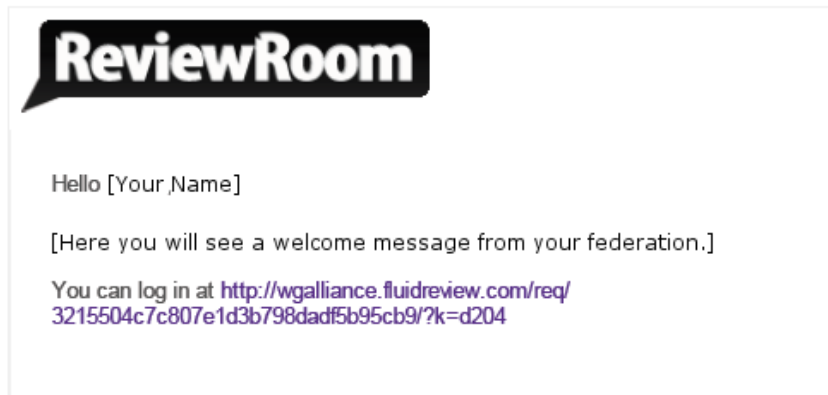


# The Animal Welfare Fund Online CFC Application

This is a guide to our new online CFC application system. Please share it with anyone who will be working on your application.

## Logging In for the First Time

You can begin your 2014 CFC application as soon as you receive an email containing a link to the online system. The email will look similar to the image below. Click on the link in that email.



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Next you'll see a screen where you will create a password. When you have entered your password twice, click Submit.

**If this will not be your only time visiting this site, then please create a password and ensure that the below information is correct (recommended)**

Email	you@yourorg.org
First name	<input type="text"/>
Last name	<input type="text"/>
Create a password	<input type="text"/>
Confirm password	<input type="text"/>
	<input type="submit" value="Submit"/>

Otherwise...

It is possible to enter the system without creating a password, but **please don't**. If you don't finish your application in a single session, you'll need to get back to the work you have saved. You may work on your application in as many sessions as you like, and your password will let you return time and again.

Once you have created your password, the system will take you to a welcome page that invites you to “create a new submission.” This system will call your application a “submission.”

[Home](#)

Hi [Your Name]

We welcome your application for the 2014 Combined Federal Campaign!

Please enter your organization's name below to get started.

Should you have any questions at any time during your submission, give us a call! You can reach the admissions office at 978-594-0404 ext. 201 or email us at [admissions@wg-alliance.org](mailto:admissions@wg-alliance.org).

Good luck and we look forward to reviewing your materials!

Admissions Team

**Create a new Submission?**

Please enter the Charity Legal Name:

[Get Started](#)

Enter your organization's legal name (the name shown on your IRS letter) in the box and click “Get Started.” That last click will take you to your application **homepage**. After your initial visit, you will enter the system on this homepage every time you log in.

### **Returning to Your Application**

If you do not complete your application in a single session, there are three ways you can return to resume your work.

1. Bookmark your application homepage
2. Go do the “Apply Now” page on your federation website and click “Resume Application.”
3. Go back to your initial invitation to use the ReviewRoom and click its link again.

# Your Application Homepage

Your homepage is organized in **four sections**.

- (1) Basic instructions
- (2) List of the parts of your application, called "tasks"
- (3) Assorted links, including an "Add Document" button in the Attachments area
- (4) Activity log

The image below continues on the next page.

[Home](#) » [Your Organization](#)

## Your Organization (AF-3197944495)

Our CFC application system will allow you to submit material to our office quickly and easily. The application has been broken into a number of "tasks" such as "Organization Contact Information," and "Attachment A." Simply click on a task below to get started.

You may complete the tasks in any order, and you may pause and come back to your application as many times as you need. Do note some tasks are optional. When you have completed all the required tasks, please click the "Submit Application" button at the bottom of the task list.

Please note the menu to the right, it shows tasks not yet completed and also provides a place to upload additional documents.

Feel free to call us with any questions: 978-594-0404 ext. 201. We look forward to reviewing your material!

### Application Round

Task	Actions	Status	Deadline
<a href="#">Organization Contact Information</a>		Incomplete	10/22/2013 11:59:00 PM EDT
2014 CFC Certifications	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Complete	10/22/2013 11:59:00 PM EDT
Federation Affiliation Form and Fee Policy	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Complete	10/22/2013 11:59:00 PM EDT
<a href="#">State Campaign Registration Form</a>		Incomplete	10/22/2013 11:59:00 PM EDT
<a href="#">Brochure Marketing Details</a>		Incomplete	10/22/2013 11:59:00 PM EDT
<a href="#">Attachment A – Description of Services</a>		Incomplete	10/22/2013 11:59:00 PM EDT
<a href="#">Attachment A – Additional Document (optional)</a>		Incomplete	10/22/2013 11:59:00 PM EDT
<a href="#">Attachment B – IRS determination letter</a>		Incomplete	10/22/2013 11:59:00 PM EDT

[Edit Information](#)

[Download Application](#)

Progress

This Submission is 20.0% complete. You still need to:

- [Complete task "Organization Contact Information"](#)
- [Complete task "State Campaign Registration Form"](#)
- [Complete task "Brochure Marketing Details"](#)
- [Complete task "Attachment B – IRS determination letter"](#)
- [Complete task "501 \(c\) \(3\) verification"](#)
- [Complete task "Attachment C – Audited financial statements"](#)
- [Complete task "Attachment D – IRS Form 990"](#)
- Submit

### Members

Anna Hollingberry (owner)

[Add Member](#)

[Edit Members](#)

### Attachments

[Add Document](#)

[Withdraw Application](#)

<a href="#">Attachment B – DBA or Trade Name Documentation (if applicable)</a>	Incomplete	10/22/2013 11:59:00 PM EDT
<a href="#">501 (c) (3) verification</a>	Incomplete	10/22/2013 11:59:00 PM EDT
<a href="#">Attachment C – Audited financial statements</a>	Incomplete	10/22/2013 11:59:00 PM EDT
<a href="#">Attachment D – IRS Form 990</a>	Incomplete	10/22/2013 11:59:00 PM EDT
<a href="#">Attachment D – Pro Forma 990 (if applicable)</a>	Incomplete	10/22/2013 11:59:00 PM EDT
<a href="#">Submit Your Application</a>	Prerequisites Not Met	10/22/2013 11:59:00 PM EDT

#### Activity

Anna Hollingsberry created [Your Organization](#) Friday, August 30, 2013 - 07:45:31 PM

## The Four Parts of Your Homepage

### 1. Instructions

This text in the upper left area of your homepage provides general guidelines for completing your application. There are specific instructions elsewhere for individual tasks.

### 2. Parts of the application (tasks)

The list of tasks, or sections of your application, extends down the left side of your screen. To work on a task, click on it. You will be taken to a new screen where you will complete the task. Gray boxes on the right side of the task screens contain instructions for the task at hand.

### 3. Links

The right side of the homepage contains an assortment of links. Most of these will explain themselves, but please note the “Attachments” heading and the “Add Document” button just below it. If you need to upload multiple documents to complete a task, you may need to use this feature.

### 4. Activity log

In this area at the bottom of your homepage, the system tracks every action related to your application and notes who took the action.

## Completing a Task

When you click on a task on the homepage, you will be taken to a new screen where you will complete that task. For example, the image below shows the screen for entering your organization’s contact information. Note the two red circles near the top of the screen: a “Home” link in the breadcrumb trail and a “Back to Submission” button in the upper right. These are your paths back to the home page. In this system, your browser’s “Back” button may not be your friend.

2014 CFC Applications due October 22, 2013

Organization Contact Information

[Home](#) » [Your Organization](#) » Organization Contact Information

Back to Submission

0%

**Task 1: Organization Contact Information**

\* Required Fields

Charity Legal Name: Your Organization

**\*Primary Mailing Address:**

Address

City

State

Zip

**Street Address (if primary address is a P.O. Box):**

Address

City

State

Zip

If you have provided a P.O. Box as your primary mailing address, the CFC requires that you also include a street address.

Save & Continue Editing Next

There are also buttons at the bottom of each task screen. “Save & Continue Editing” simply saves any information you have entered and leaves you on the same screen. “Next” will save your work and take you to the next screen. Sometimes there is a “Save & Exit” button. That will save your work and return you to your home page.

Some tasks require you to upload a document – or two documents, or more, depending on your particular application. You can upload only one document on the task screen itself. If you need to upload additional documents, find the “Attachments” area on the lower right of your home page and click the button that says “Add Document.”

## **Additional Notes**

- You must give a title to every document you upload, but it really doesn't matter what you call it. Just try to give it a name that will help a person know what the document is without opening it.
- When you upload a document, the system will open it for you so you can be sure you have the right file. If it's wrong, you can delete it and try again. If it's correct, click "Back to Submission" to return to your home page.
- When you complete a task, the notation in the Status column on your homepage will change from Incomplete to Complete. Also at that point, options to *View*, *Edit* or *Delete* the task will appear in the "Actions" column.
- Note that some tasks are designated as optional. All other tasks are required before your application can be submitted.

## **Submitting Your Application**

When you have completed every required task, you may submit your application by clicking the button at the bottom of your home page.

Our staff can review portions of your application even if some required tasks have yet to be completed – for example, if you are waiting for your 990 to be finalized. Please email us in that circumstance, and we will go into the system and begin our review.

## **Questions?**

If you have questions, please reply to the email that carried this attachment, or call us at 978-594-0404, ext. 201.