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 has an account in the past, 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._

  If you don't remember your organization's login ID or you need to have it changed please contact us at foundation@medica.com or by phone at 952-992-2060.

- For New Users:

  1. At the login page click the "New Applicant" button

  You are brought to the "Account Creation" page.

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New Applicant?

An account allows you to access your saved and submitted applications at any time. 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

Confirm E-mail

Password (minimum of 5 characters)

Confirm Password

Continue

Return to login

1. Identify an **email address** to use as your ID to access the online application and type it in the Email and Confirm Email fields. *Please make sure that if other staff will be accessing the application they have access to this email address.*

2. Identify a **password** for your ID to use to access the online application and type it in the Password and Confirm Password fields. *Please make sure that if other staff will be accessing the application they have access to this password.*

3. Click "**Continue**"

- 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,.

Saving and Finishing Later

- If you are unable to complete the entire application after accessing it you may save it and complete it later.

  ➢ At the bottom of each page is the "Save & Finish Later" button
  ➢ Click the "Save & Finish Later" button

- ➢ You are brought back to your "My Account" page
- ➢ Be sure the drop down is set to "In Progress Applcations"
- ➢ You will see your application listed below "Application Name"

Application Name	Project Title	Requested	ID	Last Updated	Action
Behavioral Health Full Proposal			25812	12/20/2011	
Behavioral Health Full Proposal			25814	03/04/2011	
Behavioral Health Full Proposal			25815	03/04/2011	
ER Utilization Full Proposal Form			25816	03/04/2011	
ER Utilization Full Proposal Form			25818	03/04/2011	
Behavioral Health Full Proposal			25820	04/27/2011	

- ➢ 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.

2. If you don't have your confirmation email with the link you can go to www.medicafoundation.org and choose Grant Information and then LOI Applications. There is a link on the page to login to retrieve a saved application.

From your account page: (example above)

This area is where you will manage your work in-progress and submitted applications. Be sure that in the drop down you select "In Progress Applications".

- • Click on the application you would like to edit.

- o 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 the trash can icon on the far right. The following message will appear at the top of the page:

    "Are you sure you want to delete application [*the name of the application*]?

    Choose "Yes" if you want to delete the application

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