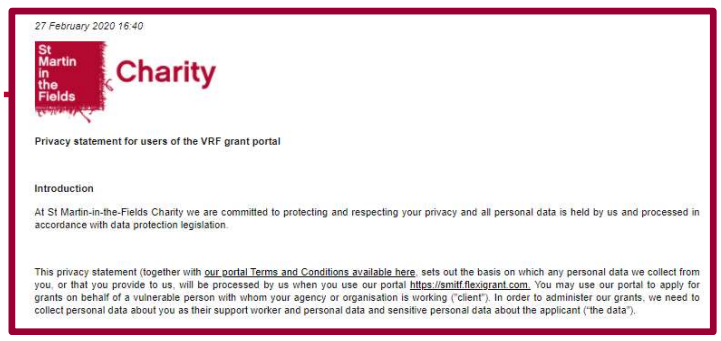
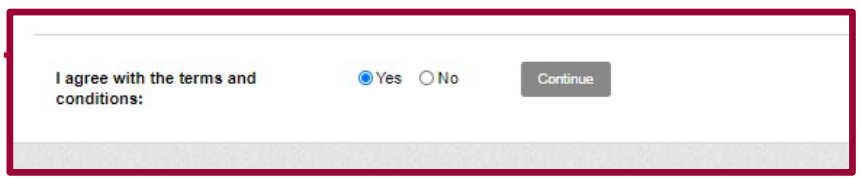
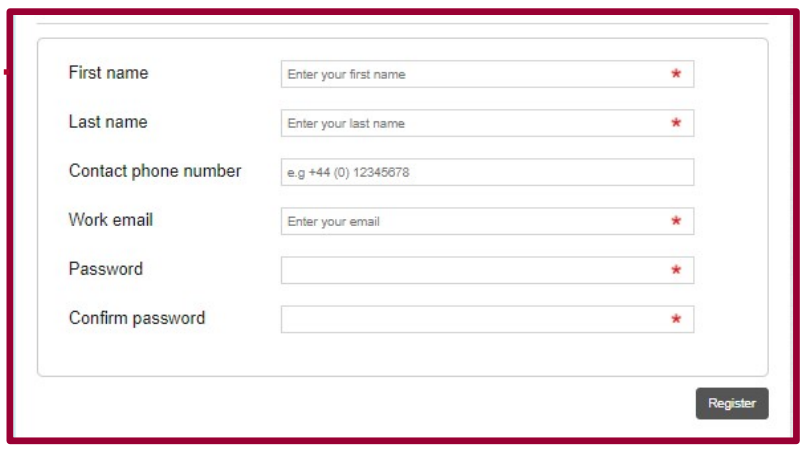
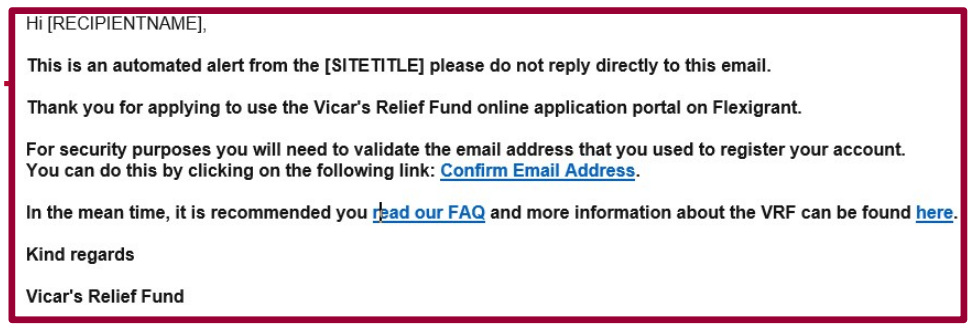
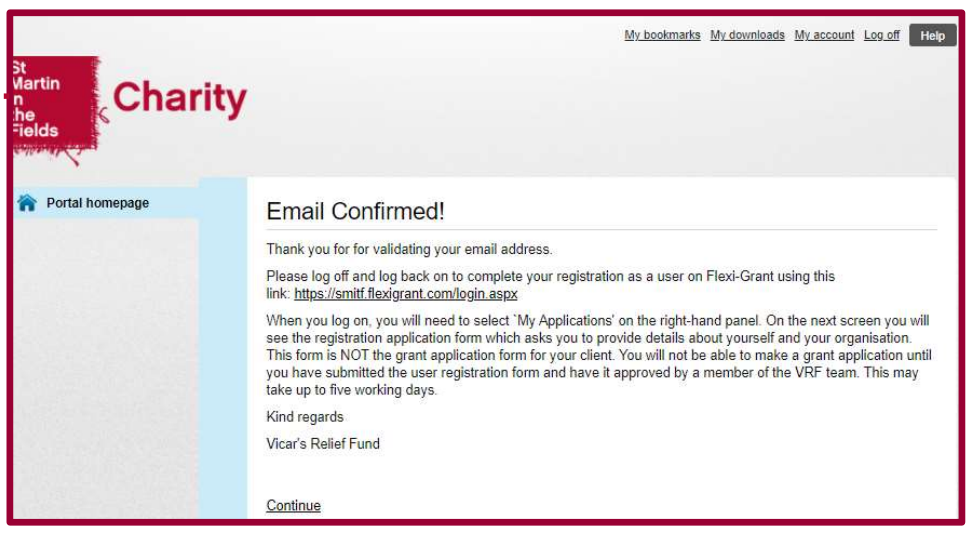
Frontline Network

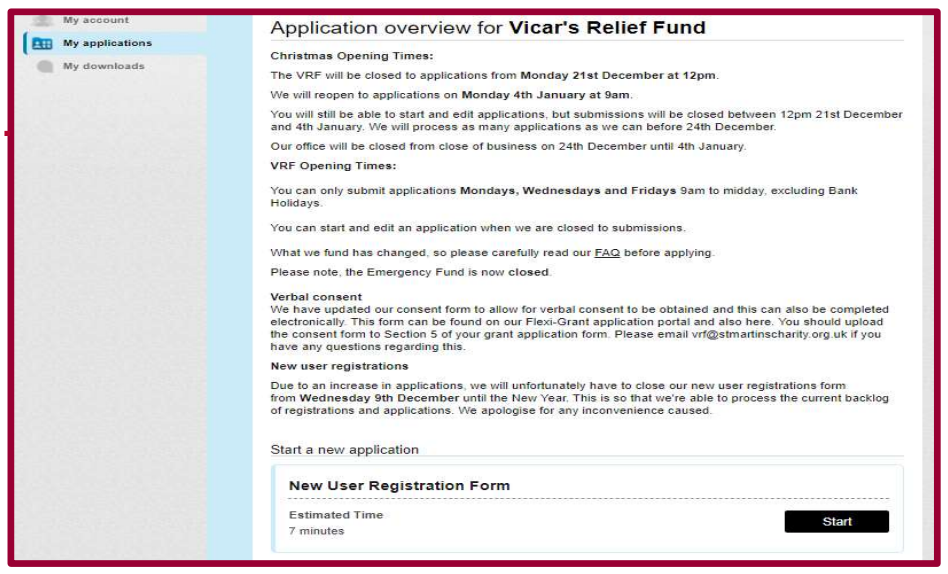
New User Registration - Flowchart

Step/Action	Screenshot
1: Go to the Portal via the following link: https://smitf.flexigrant.com/policy.aspx?farea=985 Read through the introduction, information and terms.	
2: Confirm acceptance and click 'Continue'	
3: Complete the registration information and click 'Register' NB: You must use your own, individual work email address to register. We cannot accept personal email addresses	
A registration email will then be sent to the email address you provided NB: If not in your inbox, please check in your spam/junk folders 4: Click on the 'Confirm Email Address' link in the registration email	
5: You will now see in the Portal that your email address has been confirmed. Click 'Log out' (top righthand corner of the screen) and log back in via the following link: https://smitf.flexigrant.com/login.aspx	

Step/Action

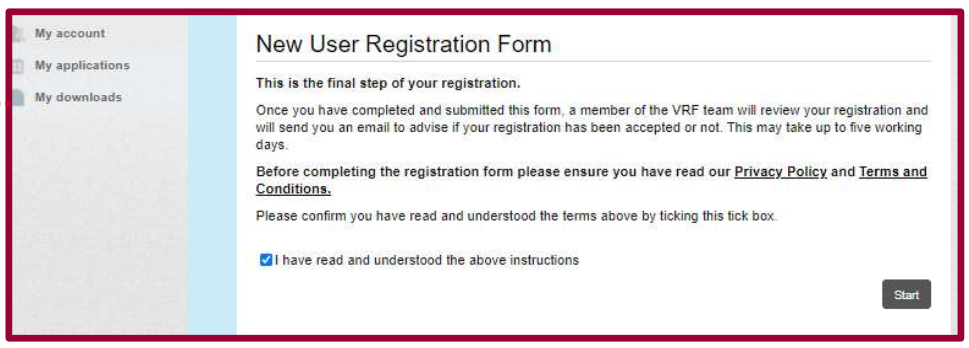
Screenshot

6: YOU WILL NOW NEED TO COMPLETE A NEW USER REGISTRATION FORM
NB: THIS IS NOT A GRANT APPLICATION FORM
Scroll down to the bottom of the screen. Beneath 'New User Registration Form', click 'Start'

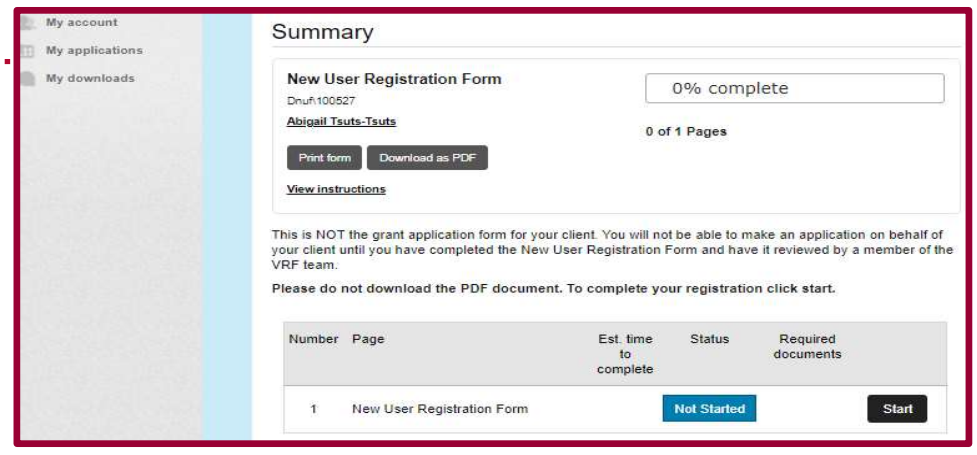


7: Read through both the 'Privacy Policy' and the 'Terms and Conditions'

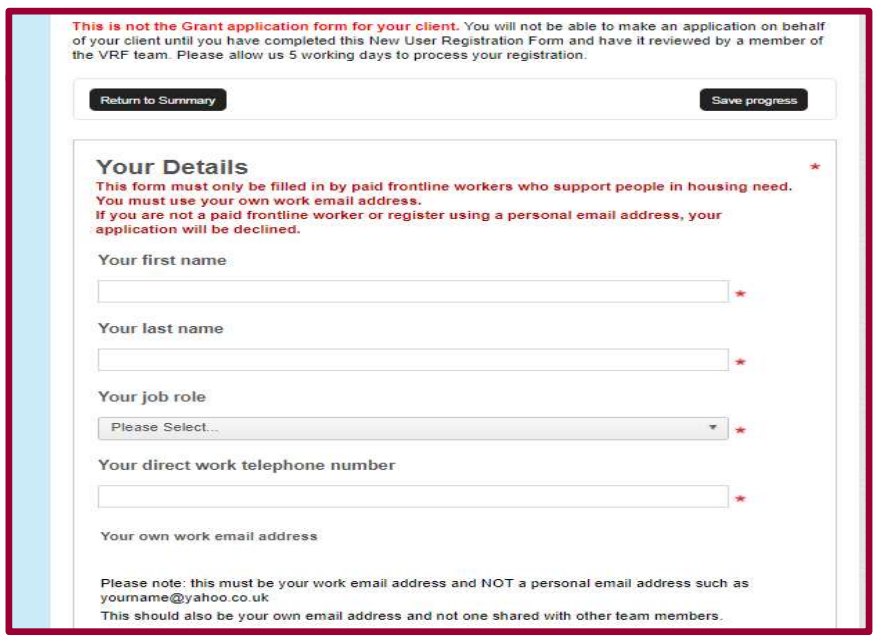
Click on the tick box confirming *'I have read and understood the above instructions'*
Click on 'Start'



8: A Form summary will appear.
Click on 'Start'



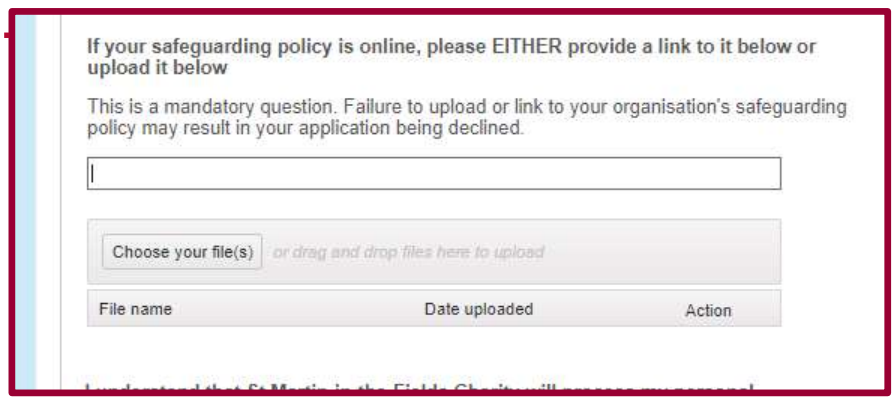
9: The form will open.
Ensure that you complete all the fields
NB: You must enter your own, individual work email address used to register as in step 3 above. We cannot accept personal email addresses
SEE STEP 10 REGARDING SAFEGUARDING POLICY QUESTION



10: Toward the end of the form, you will be asked to either upload or provide a link to your organisation's safeguarding policy/policies

NB: If the document/link is password protected, please either remove or provide the password. Links must be publicly accessible and must not be links that are internal to your organisation.

We cannot accept a safeguarding training certificate in lieu of a safeguarding policy

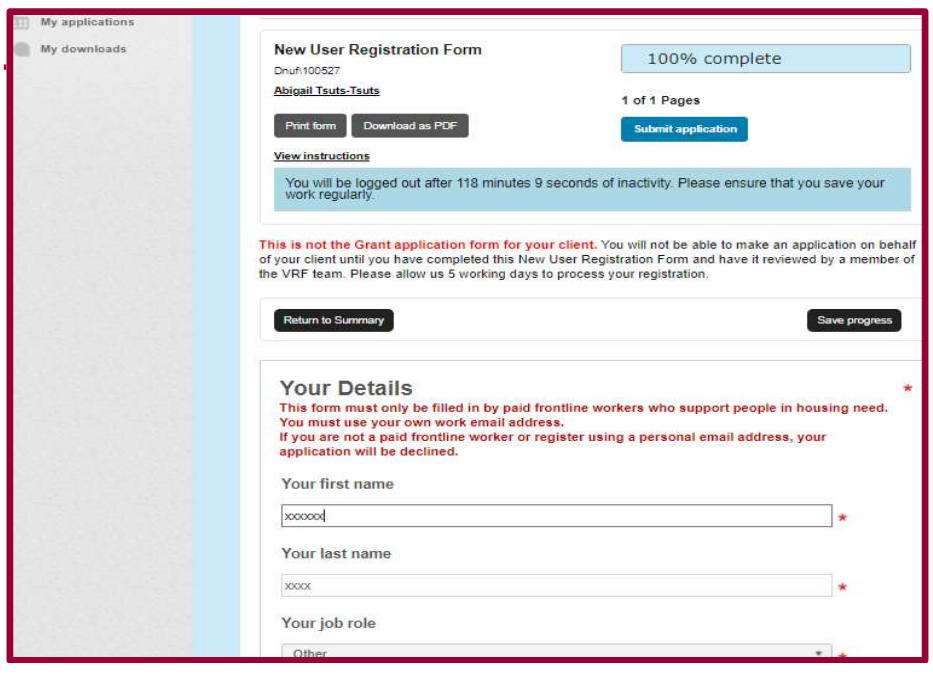


Step/Action

Screenshot

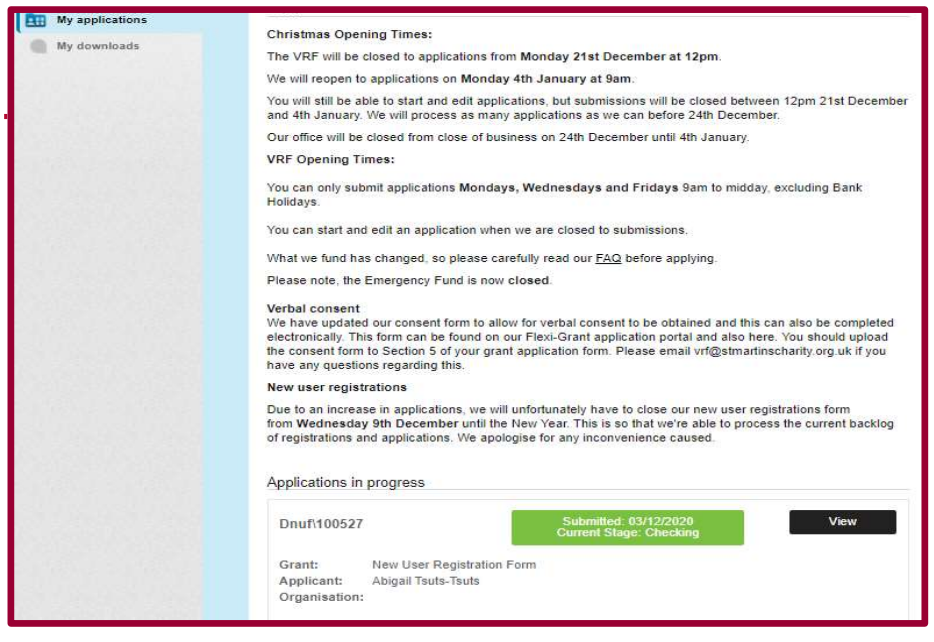
11: At the bottom/top of the screen.
Click on '**Save progress**'

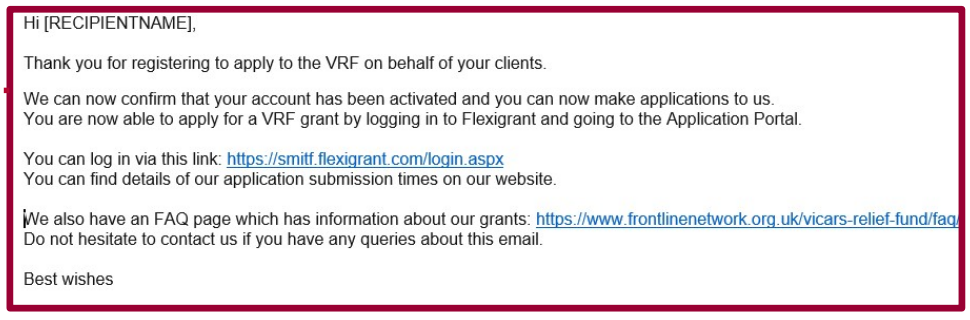
12: Review your answers/edit as necessary
Click on '**Submit application**'



13: We will then process your application.
If we need any clarification/additional information, we will 'return' your application to you for you to correct/clarify.

You can view your application, or check progress by logging on to the Portal and clicking '**My Applications**' on the top left of the screen.
Then click '**View**' at the bottom right of the screen



14: Once we have processed and passed your application, you will receive an activation email.
NB: If not in your inbox, please check in your spam/junk folders

This means that you can now go ahead complete and submit a grant application on your client's behalf