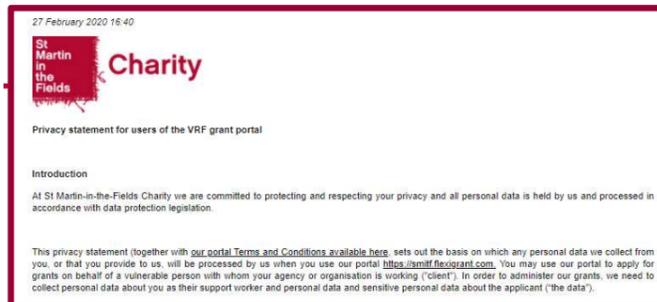


New User Registration - Flowchart

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'

I agree with the terms and conditions: Yes No

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

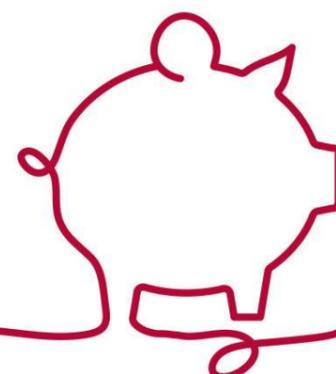
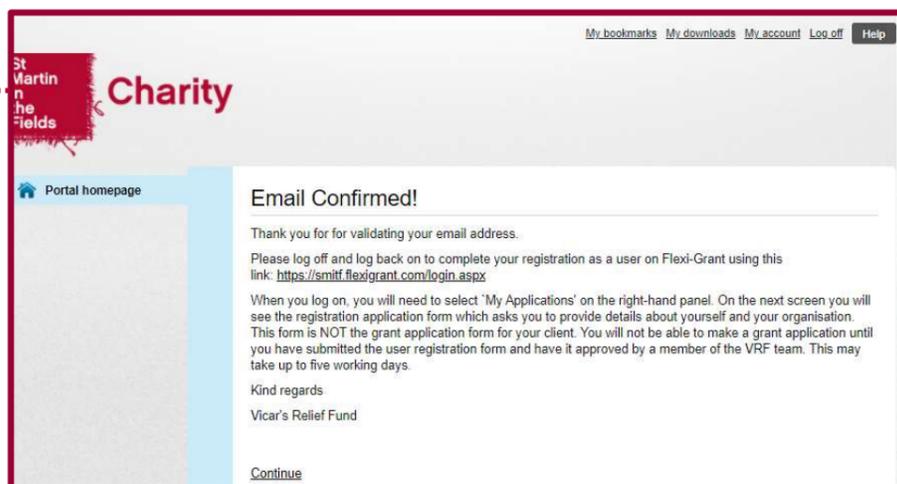
Registration form fields:
 First name: Enter your first name *
 Last name: Enter your last name *
 Contact phone number: e.g +44 (0) 12345678
 Work email: Enter your email *
 Password: *
 Confirm password: *

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

Hi [RECIPIENTNAME],
 This is an automated alert from the [SITETITLE] please do not reply directly to this email.
 Thank you for applying to use the Vicar's Relief Fund online application portal on Flexigrant.
 For security purposes you will need to validate the email address that you used to register your account. You can do this by clicking on the following link: [Confirm Email Address](#).
 In the mean time, it is recommended you [read our FAQ](#) and more information about the VRF can be found [here](#).
 Kind regards
 Vicar's Relief Fund

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'

Application overview for Vicar's Relief Fund

Christmas Opening Times:
The VRF will be closed to applications from Monday 21st December at 12pm. We will reopen to applications on Monday 4th January at 9am. You will still be able to start and edit applications, but submissions will be closed between 12pm 21st December and 4th January. We will process as many applications as we can before 24th December. Our office will be closed from close of business on 24th December until 4th January.

VRF Opening Times:
You can only submit applications Mondays, Wednesdays and Fridays 9am to midday, excluding Bank Holidays. You can start and edit an application when we are closed to submissions. What we fund has changed, so please carefully read our [FAQ](#) before applying. Please note, the Emergency Fund is now closed.

Verbal consent
We have updated our consent form to allow for verbal consent to be obtained and this can also be completed electronically. This form can be found on our Flexi-Grant application portal and also here. You should upload the consent form to Section 5 of your grant application form. Please email vrf@stmartinscharity.org.uk if you have any questions regarding this.

New user registrations
Due to an increase in applications, we will unfortunately have to close our new user registrations form from Wednesday 9th December until the New Year. This is so that we're able to process the current backlog of registrations and applications. We apologise for any inconvenience caused.

Start a new application

New User Registration Form

Estimated Time
7 minutes

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'

New User Registration Form

This is the final step of your registration.

Once you have completed and submitted this form, a member of the VRF team will review your registration and will send you an email to advise if your registration has been accepted or not. This may take up to five working days.

Before completing the registration form please ensure you have read our [Privacy Policy](#) and [Terms and Conditions](#).

Please confirm you have read and understood the terms above by ticking this tick box.

I have read and understood the above instructions

Start

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

Summary

New User Registration Form 0% complete

Dref100527

[Abjall Tsuts-Tsuts](#) 0 of 1 Pages

Print form Download as PDF

[View instructions](#)

This is NOT the grant application form for your client. You will not be able to make an application on behalf of your client until you have completed the New User Registration Form and have it reviewed by a member of the VRF team.

Please do not download the PDF document. To complete your registration click start.

Number	Page	Est. time to complete	Status	Required documents
1	New User Registration Form		Not Started	

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

This is not the Grant application form for your client. You will not be able to make an application on behalf of your client until you have completed this New User Registration Form and have it reviewed by a member of the VRF team. Please allow us 5 working days to process your registration.

[Return to Summary](#) [Save progress](#)

Your Details

This form must only be filled in by paid frontline workers who support people in housing need. You must use your own work email address. If you are not a paid frontline worker or register using a personal email address, your application will be declined.

Your first name *

Your last name *

Your job role *

Your direct work telephone number *

Your own work email address

Please note: this must be your work email address and NOT a personal email address such as yourname@yahoo.co.uk. This should also be your own email address and not one shared with other team members.

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

If your safeguarding policy is online, please EITHER provide a link to it below or upload it below

This is a mandatory question. Failure to upload or link to your organisation's safeguarding policy may result in your application being declined.

Choose your file(s) or drag and drop files here to upload

File name	Date uploaded	Action
-----------	---------------	--------

Step/Action

Screenshot

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

I understand that St Martin-in-the-Fields Charity will process my personal information in accordance with the terms of its [privacy statement](#).

(Optional) I am happy for St Martin-in-the-Fields Charity to send me updates and information by email, from time to time, relating to the work of:
 The Vicar's Relief Fund
 The Frontline Network

[Return to Summary](#) [Save progress](#)

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

My applications
My downloads

New User Registration Form 100% complete
Dnuf:100527
Abigail Tsuts-Tsuts 1 of 1 Pages
[Print form](#) [Download as PDF](#) [Submit application](#)

[View instructions](#)
You will be logged out after 118 minutes 9 seconds of inactivity. Please ensure that you save your work regularly.

This is not the Grant application form for your client. You will not be able to make an application on behalf of your client until you have completed this New User Registration Form and have it reviewed by a member of the VRF team. Please allow us 5 working days to process your registration.

[Return to Summary](#) [Save progress](#)

Your Details
This form must only be filled in by paid frontline workers who support people in housing need. You must use your own work email address. If you are not a paid frontline worker or register using a personal email address, your application will be declined.

Your first name
xxxxxx

Your last name
xxxx

Your job role
Other

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

My applications
My downloads

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Applications in progress

Dnuf:100527 Submitted: 03/12/2020 Current Stage: Checking [View](#)

Grant: New User Registration Form
Applicant: Abigail Tsuts-Tsuts
Organisation:

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

Hi [RECIPIENTNAME],

Thank you for registering to apply to the VRF on behalf of your clients.

We can now confirm that your account has been activated and you can now make applications to us. You are now able to apply for a VRF grant by logging in to Flexigrant and going to the Application Portal.

You can log in via this link: <https://smiff.flexigrant.com/login.aspx>
You can find details of our application submission times on our website.

We also have an FAQ page which has information about our grants: <https://www.frontlinenetwork.org.uk/vicars-relief-fund/faq>
Do not hesitate to contact us if you have any queries about this email.

Best wishes