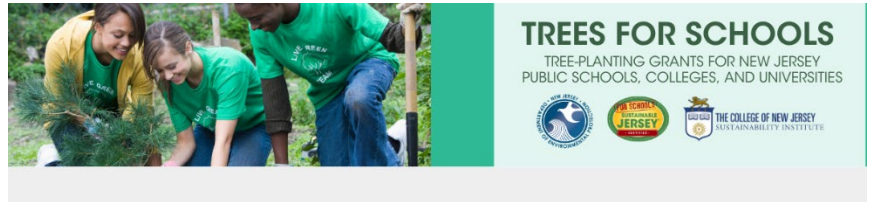## Trees for Schools Grant Portal: Instructions on How to Access Your Account

STEP ONE: Sign into your grant account using the **email address and password** used to create the account that submitted the grant application**.**

If the **email address** used as the **login credentials** for the account **needs to be changed**, please reach out to staff so this update can be made. If you **forgot your password**, you can reset it via the Forgot Password? Button on the login screen.

Note: This is not the same account used to submit applications for grants affiliated with the Sustainable Jersey Grants Program. This is also not the same account used to submit Sustainable Jersey for Schools certification applications. These accounts are not connected in any way.

STEP TWO: After signing in, make sure that your **account profile** is up to date. If the grant **primary contact** has changed, please update the account profile so that is reflects the new primary contact**.** Sustainable Jersey will direct all communications about the grant application to this person.

Note that the primary contact must be a college, university or school district employee. It cannot be a consultant. Consultants can submit any reports associated with a grant award, but should do so under an account owned by the primary grant contact.

If no changes are needed, skip to **STEP THREE**.

STEP THREE: Click on the square box that is labeled with your applicant type and applicant name (the name of your school). Note the status bar at the bottom of the box is labeled **"Submit Documentation for Review"**—this means that your school was selected to receive a grant and will now be able to submit the final detailed planting plan, maintenance plan, and final detailed budget via the portal. Use the blue "open" button to access the submission form. When finished filling out the form, click the blue "mark complete" button. You can save your progress and return to complete the form at any time by using the "save draft" button.

STEP FOUR: After marking the form as completed, the submit button will turn "green". Click the green Submit button to officially submit your completed Phase 2 form.