

ADDING USERS AND APPROVERS

This document provides step by step instructions on how to add users and invite them to approve the application.

NOTE: Screenshots may not show the specific application you are approving, they are provided as illustrations.

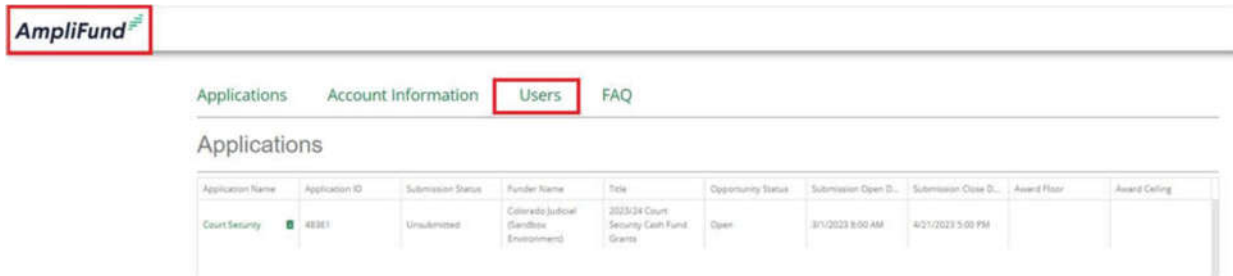
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INVITE ADDITIONAL USERS AND APPROVERS TO COMPLETE THE GRANT APPLICATION

If you prefer to work with a team to complete your application, or if your grant requires that specific users complete certain sections, you can invite additional users to your organization. To add users, you must be an Administrator user. The first user to register in an organization is an Administrator by default.

Click the **AmpliFund logo** in the upper left corner of the screen. Click **Users**. On some screens, the AmpliFund logo has been replaced with the State Judicial Department logo.



Click **+ Add User**



Add the **user's name**, **email address**, and any other contact information you would like to include.

Required fields are marked with an asterisk (*).

If this user should be adding additional users to AmpliFund, set their role to Administrator.


Otherwise, the role can be left as Editor.

The new user will receive an invitation email from AmpliFund.

GETTING APPROVAL OF THE APPLICATION FROM THE COUNTY AND CHIEF JUDGE

The statute governing the Underfunded Courthouse Facilities Cash Fund grant requires that the application be “reviewed and approved by the Chief Judge of the County and the Board of County Commissioners”. (Section 13-1-305(1) C.R.S.).

In AmpliFund there are separate application forms to use for getting this approval. On the Application Forms page, you will see this list of the forms:



Forms

Help Download Save & Continue

Name	Status	Print
Underfunded Courthouse Project Information	New	
County Approval	New	
Judicial Department Approval	New	

When you have completed the **Underfunded Courthouse Project Information** form and **Budget**, add the approving individuals as users following the instructions above.

Next, email those approving individuals asking them to use the link in the invitation email to log in to AmpliFund and review and approve the application. Include the Approver Instructions for their reference.

The approval forms are shown below

County Approval

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County Representative - I have reviewed this application and approve the request. By checking Yes and typing my name below, I am electronically signing this application. *

Yes

County Representative - Name *

50

County Representative - Title *

County Representative - Email *

50

Judicial Department Approval

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Save

Save & Continue

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Clerk of Court - I have reviewed this application with the Chief Judge and he/she has approved the request. By checking Yes and typing my name below, I am electronically signing this application. *

Yes

Clerk of Court - Name *

50

Clerk of Court - Email *

50

NOTE: There is an issue within AmpliFund that prevents a Chief Judge from being able to approve grants in multiple counties due to some of the background structure of the system. Therefore, the application is asking the Clerk of Court to certify that the Chief Judge has reviewed and approved the request.