Easy Steps for Impact Aid *e*-Application Users

1. Go to http://e-grants.ed.gov/ and scroll to the bottom of the page; click on the **Continue** button. This takes you to the e-Grants **Portal Page**.

2. Click the **Register** button on the right side of the Portal page. Select the *e*-Application module and click the **Next** button. This will take you to the **User Profile** page.

3. Fill in all the required information on the **User Profile** page.

4. Verify that you have entered your e-mail address correctly. Your system-generated password will be sent by e-mail to this address.

5. Create a **User Name** of up to 12 letters or numbers. Remember this name; you need it to log into the website.

6. Under **User Type** change the selection from *Discretionary/Other Formula Grants* to *Impact Aid.* If you plan to use e-Application to prepare grant applications for other programs, select *Both.*

7. Enter your **unique Impact Aid Number** as 6 digits with no breaks. You can find this number near the top of any of your payment vouchers, in the block labeled Application Number.

1.	Application Number	10-AL-2008-9999
2.	Voucher Date	02/14/2007
3.	Fiscal Year and Action Number	2007-1
4.	Voucher Record Serial Number	123456
5.	Pay Type	Initial
6.	PR/Award Number	S041A-2007-1111
7.	Grantee DUNS Number	00-000-0000
	Payee DUNS Number	00-000-0000
8.	County	Alexander

Find your Impact Aid Number in this box on your section 8002 voucher.

The applicant in this example would enter 109999 in the *e*-Application User Profile.

IMPORTANT! You must accurately enter your own school district's Impact Aid number *to access your unique identification and property data. Do not use the number in the example above.*

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8. After you verify that all of your entered information is correct, click the **Submit** button at the bottom of the page. Then check your e-mail for a message from *e*-Grants with your system-generated password.

9. Enter your **user name** and system-generated **password** in the Portal Page. You will be prompted to **change your password**.

10. The next page will offer you a choice of *e*-Grants modules. Select ***e*-Application**.

11. Next, if you selected "***Impact Aid"*** for **User Type** on your user profile, the "Welcome to *e*-Application" page will appear. Click on **Start Page** in the box on the right to display your Start Page. If you selected "***Both"*** for User Type on your user profile, click **List of Your Packages for Impact Aid Grants** and then your Start Page will be displayed.

12. On the right side of the page, click the **Add** button. (You may have to scroll down a bit to see it.) This will display the **List of Application Packages** screen. Find the appropriate **FY 2011 Impact Aid application**, and click the underlined title to add it to your Start Page.

13. On your Start Page, click the **underlined application package title** to open your copy of the application. This brings you to the **Application for Grants** screen, a page where you will see all of the application's forms listed as underlined links. Check that your correct **Impact Aid Number is displayed** near the top of the page. Open the **Cover Page** by clicking its underlined link. Verify that the application is populated with your school district's information, and update any items that have changed since last year.

WARNING! If you see an Impact Aid number that begins with "TIA" on this page, STOP! *Delete the package and start again, first checking your user profile to correctly enter your school district's Impact Aid Number. Contact the Impact Aid Program if you need assistance.*

14. Enter your data in each application form. Remember to click the **Save** button at the bottom of each form whenever you leave it, and check the **Form Completed** box on each form you have completed. Upload your Table 1 (Excel) Worksheet using the dialog box that appears when you open that form. You can save and close the application at any time, then come back to it to continue working on your forms, but if you don't use the Save button you could lose your data.

15. You can **print a single form** at any time by clicking on the print/view icon next to the appropriate form. When you are ready to print, first check your **Printer Properties**. Set your printer orientation to **Landscape**.

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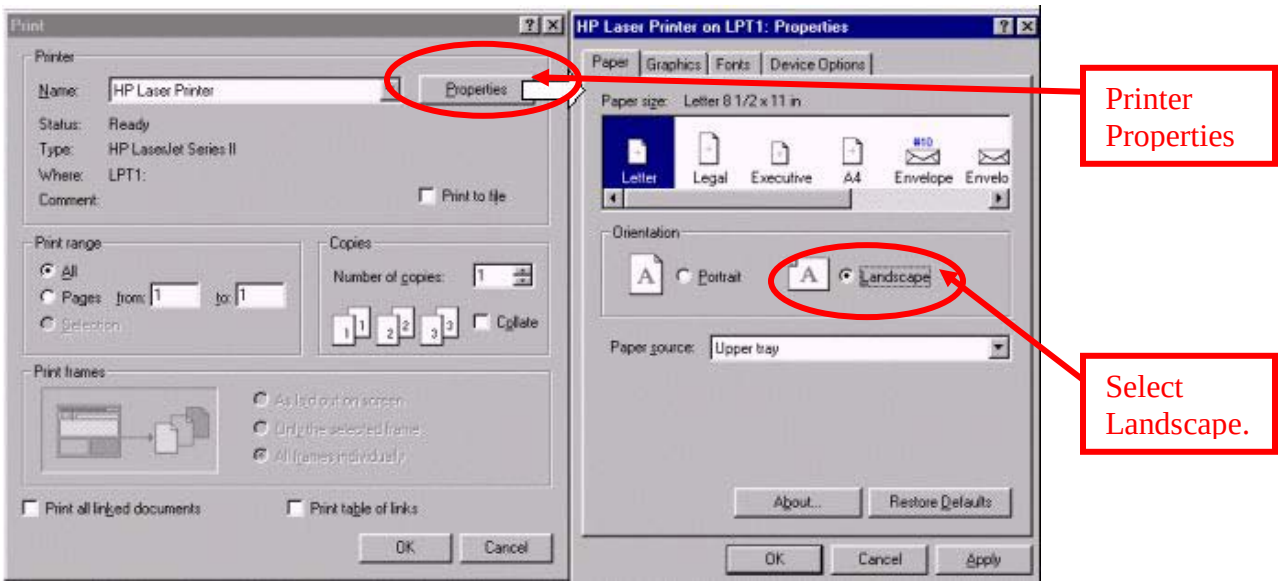

Tip! *After you submit your application, you can print your complete e-Application package in PDF by clicking the* **Request Complete Package in PDF** *button on the* **Submission Confirmation** *screen. A second window will open informing you that your request has been received and that you will be notified via e-mail once it is available. Once you receive the e-mail, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. Remember to set your printer orientation to* **Landscape***.*

16. When all of your tables are complete, you are ready to submit. Click the **Ready to Submit** button at the bottom of your **Application for Grants** screen. If you have not completed all the mandatory information at the time you click the Ready to Submit button, an error message will be displayed and you will be returned to the Application for Grants screen so that you can make corrections. If this happens, be careful! Your application has not been successfully submitted and you will not receive a confirmation message. You must make corrections and re-try the submission process or your application will not be eligible.

17. On the **Application Submission** screen, verify the **Authorized Representative** information, then click the **Submit** button. Carefully read all the messages on your screen to make sure that your submission is successful.

18. If your submission is successful, the **Submission Confirmation** screen will be displayed. **Print and keep the page** as proof of timely submission.

19. Check your e-mail for a message confirming that your application was received. **Print and keep this e-mail** for your records.

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20. Set your printer to "Landscape" and print the cover page, assurances page, and Table 1 of your application for signature. Your authorized school district representative must sign the cover page and assurances page. Your local taxing official must sign Table 1. All of these forms must be signed on or before February 1, 2010.

21. **Fax your signed cover page and assurances pages** to (**866) 799-1272** as soon as possible, or **scan the pages to PDF format and send by e-mail** to Impact.Aid@ed.gov.

22. Keep a copy of the entire application for your records, as well as the back-up data that you used to prepare the application.

23. Mail a copy of the application to your State representative using the SEA transmittal form posted inside the *e*-Application.

Remember! *You must submit your e-Application by 4:30 p.m. Washington, D.C. time on* ***February 1, 2010****, and you must fax or e-mail your signature pages by* ***February 4,*** *2010, or your application will be late. All payments for late applications will be reduced by 10 percent.*