



The Colorado Health Foundation™



501 South Cherry Street, Suite 1100 • Denver, CO 80246 • TEL: 303.953.3600 • FAX: 303.322.4576 • www.ColoradoHealth.org

Technical Tips for completing your progress and final report online for The Colorado Health Foundation.

[Click here to access your report](https://www.grantrequest.com/SID_637/Default.asp?SA=AM&PD=AL)

Or copy and paste this link to your browser: https://www.grantrequest.com/SID_637/Default.asp?SA=AM&PD=AL

Browser Requirements:

- Internet Explorer 10
- Internet Explorer 9
- Mozilla Firefox (for PC and Mac)
- Safari (for PC and Mac)
- Google Chrome

After clicking the link above, you will be taken to the login screen to access your report

Please Sign In

Welcome to the Colorado Health Foundation Online Grant Account
If you are a first time user of our system:

- Select "new applicant"

If you have an established account on this system:

- Enter your e-mail address
- Enter your password
- Click the "Login" button

The Colorado Health Foundation Main Site

E-mail

New Applicant?

Password

Forgot Password?

Login

If you have forgotten or do not know your password, please select the forgot password option

You will receive an email from the Colorado Health Foundation with a new, **temporary** password.

All Unread

! ☆ □ @ FROM

SUBJECT

▲ Date: Today

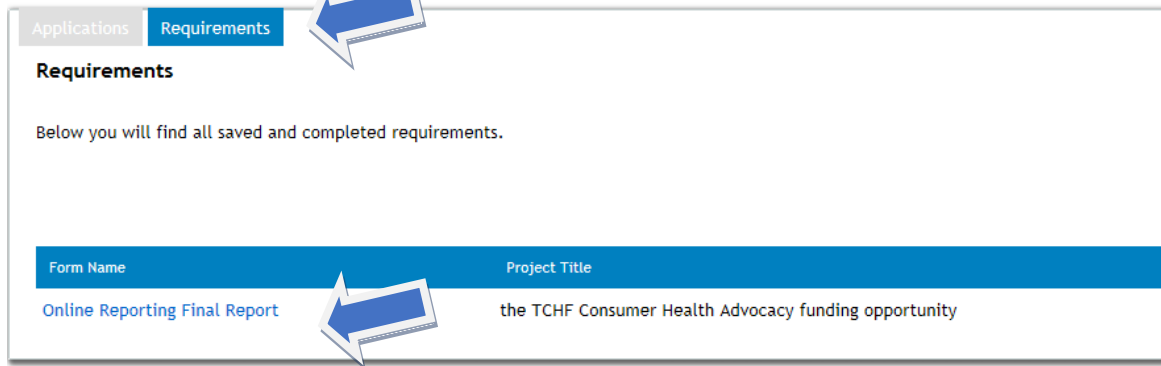
The Colorado Health Foundation

Your Colorado Health Foundation Information Request

Your Colorado Health Foundation online account password has been

ACCESS THE REPORT

Upon successful Login, you will need to select the requirements tab to see your online report.

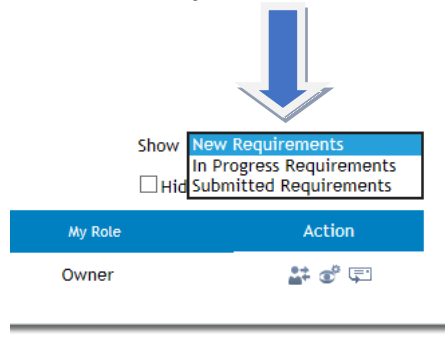





Form Name	Project Title
Online Reporting Final Report	the TCHF Consumer Health Advocacy funding opportunity

You will see the required report under the Form Name section of the requirement tab. By selecting the link, you will be taken to the first page of the report:

To see a sample report with instructions on answering the report questions, please click here: [LINK](#)

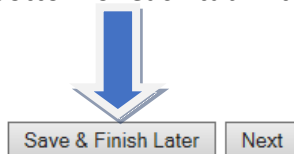
Other Reports Available



My Role	Action
Owner	  

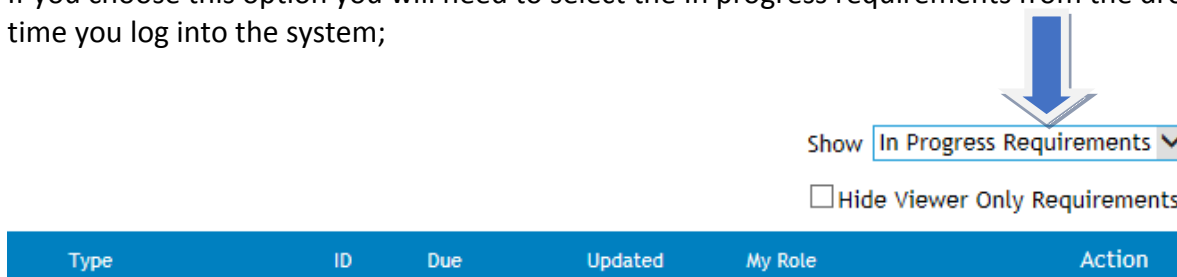
- New requirements are progress or final reports that have not been started.
- In Progress requirements are progress or final reports that have been worked on, saved, but not yet submitted.
- Submitted requirements is where you'll find a copy of a report that is complete and has been successfully submitted to the Colorado Health Foundation.


At the bottom of each tab in the report you have the option to save your work and finish your report at a later time.



[Save & Finish Later](#) [Next](#)

If you choose this option you will need to select the In progress requirements from the drop down menu the next time you log into the system;



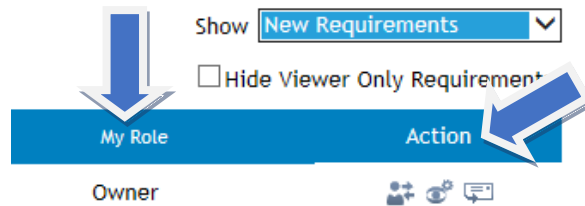
[Show In Progress Requirements](#) 

☐ Hide Viewer Only Requirements

Type	ID	Due	Updated	My Role	Action
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OTHER OPTIONS

You will also notice a My Role and Action section on the requirement tab:



MY ROLE

OWNER: The owner has exclusive rights to edit, save, or submit a grantee report. **Each report can only have one owner.**

- The current owner will be allowed to transfer each application or requirement to a different owner. The new owner must accept the transfer in the system.
- The owner can grant View-only rights to any number of other grantees; a read-only version of the application or report will be listed on the others' My Account pages.
- The owner can see a list of all "viewers" and manage the rights of any of them.

VIEWER: "Viewers" will see applications and requirements owned by others listed in their My Account pages, and can view read-only copies until view rights are taken away by the owner.

ACTIONS

Actions	<p>The following options will be available under the Actions column:</p> <ul style="list-style-type: none">- Transfer to new owner – Enabled only if the current user is the Owner. Clicking this icon will open the Transfer Ownership form. Use when you want another person to complete the report for your organization.- Manage Viewers – Enabled only if the current user is the Owner. Clicking this icon will open the Manage Viewers form. Use when you want to permit someone access to view the report within the system.- Email a Copy – Clicking this icon opens a new email form. Viewers will have an option to Send to Owner and additional email recipients if desired as well as attach a copy of the application to the email. Use when you want to email a copy of the report to someone who can view the report without logging into the system.
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Transfer to New Owner



Selecting the transfer to new owner Icon will open the Transfer Ownership form

Transfer to new owner

*Your Name

Your E-mail dgrant@coloradohealth.org

Pending Transfer eurodave10@hotmail.com

*E-mail

*Subject Requirement Ownership Transfer

Memo to New Owner

Dear Grantee,

This message is to notify you that ownership of the following report has been transferred to you from «Your_Name»:

Report Name: Final Report

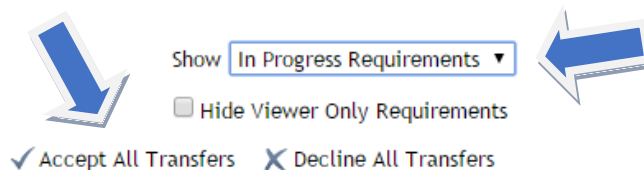
Grant Project Title: the TCHF Consumer Health Advocacy funding opportunity

You must accept transfer of ownership in order to complete this process. Please login <a href="https://www.grantrequest.com/SID_637/Default.asp?
Maximum (5000) characters
* Required

The person you transfer it to will receive an email from you:

NOTE: If the person you are transferring the report does not already have an account with TCHF, that person will receive a separate email with the login web page and an initial password. For security reasons, that person will be asked to change the password when you first log in.

The recipient will then select “Accept All Transfers” when they login to their homepage. If accepted by the new owner, no confirmation is displayed. The old owner becomes a Viewer of the Application or Requirement.



Manage Viewers

Current owners can add one or more Viewers by entering valid email address(es) and clicking **Add Viewer(s)**. Multiple email addresses must be separated by commas. The new Viewer(s) will be added to the Viewers List at the top with ‘(New)’ to the right of the email.

NOTE: If the person you are transferring the report does not already have an account with TCHF, that person will receive a separate email with the login web page and an initial password. For security reasons, that person will be asked to change the password when you first log in.

IMPORTANT: Changes are not permanent until you click Update

Viewers List

*E-mail

Add Viewer(s)

Current Viewers:

shughes@coloradohealth.org

Remove

☐

Remove

E-mail to New Viewers

*Your Name

Your E-mail dgrant@coloradohealth.org

*Subject

Memo to New Viewers

Maximum (5000) characters

* Required

Update

Cancel

IMPORTANT: The applicant must click the **Update** button to save their changes and send out the notification to the new viewer(s).

EMAIL A COPY

Use when you want to email a copy of the report to someone who can view the report without logging into the system.
Clicking this icon opens a new email form.

Please enter in information requested to send a e-mail copy of your form

*Your Name

*Your E-mail

Send to Viewers ☐

Additional E-mail(s)

To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.

*Subject

Message

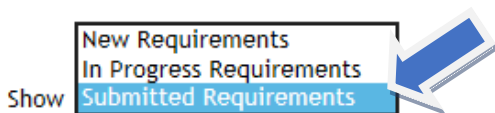
Maximum (5000) characters
* Required

Send me a copy ☐

Attach Application ☐

VIEWING COMPLETED AND SUBMITTED REPORTS

On your “My Account” page you can select an option to view submitted reports:



This will launch a new tab on your web browser that shows your completed report.

