CAHF SmartSimple GMS for Applicants

Chapter 2: Access to SmartSimple
What You’ll Need: Browser Compatibility

• For Windows, MacOS or Linux, two most recent versions of:
  – Chrome
  – Firefox
  – Safari
  – Microsoft Edge

• For mobile devices:
  – iOS: Safari
  – Android: Chrome
Optimizing Your Browser

• Update and keep it updated
• Clear your cache
• Disable content blockers or permission
  https://conalmahealth.smartsimple.com/
• Clear your cache
• Add https://conalmahealth.smartsimple.com/
  as a “trusted” site on your browser
• Clear your cache
What You’ll Need: Email

• Email addresses in the SmartSimple system must be unique

• SmartSimple sends ‘automated’ emails that are perceived as spam by some email clients

• Create a ‘pass through’ filter for “@smartsimple.com”
Finding CAHF SmartSimple

• URL: https://conalmahealth.smartsimple.com/
• Grants information email updates will include
• Link from the Con Alma Health Foundation website
Account vs Profile

An “account” in the SmartSimple system is:
• Created by registering “credentials” that allow you to log in and use the system
• Based on your unique email and a password you define

A “profile” in the SmartSimple system is:
• A record that includes information about a person (“contact”)
• A record that includes information about an organization
Creating Your Account

Did you use CAHF’s old system?
• You may already have a profile
• Send your name and the email address you used with the old system to sysadmin@conalma.org and request an access check
• If your profile exists, you’ll receive an account activation link

First time user?
• Use the “Register” button on the login page to create a new account
• Check carefully for all possible versions of your name and your organization name – avoid duplicates!
The User Home Portal

Welcome Terry Newuser - Con Alma Health Foundation

My Applications
Click below to view all of your applications.

9 Funding Opportunities
0 In Progress
0 Submitted
0 Approved/Declined

Requires Attention
Click below to view pending activities and submitted activities.

0 Pending Grant Agreement
0 Pending Reports
0 Pending Grant Modification
0 Pending Check Receipt
0 Pending Multi-Year Renewal
0 Report - Pending Grant Modification
0 Submitted Activities
Getting Help

• Your System Administration Team:
  – Cecile LaBore, CAHF Information Manager
  – Nelsy Dominguez, CAHF Program Director
  – Dennis McCutcheon, CAHF Communications & Outreach Coordinator

• Reach us at: sysadmin@conalma.org