



## Missouri Foundation for Health Online Portal

### ***How do I begin the online application process?***

Use the link in the How to Apply section of the Request for Application. It will take you to our online system. To start a new application, enter your login and password. If you need to create an account, click next to: Don't have an account? "[Sign Up](#)". Screenshots and additional help creating an account can be found [here](#).

### ***How do I get to an application in progress?***

Login to your account dashboard and choose the proposal you want to continue in the Proposals section. Applications that have not been submitted are in "draft" stage. Click on "Complete" to make necessary changes and once you are ready to submit the application, click "Submit Response" on the last page of the application.

### ***If I am in the middle of writing my application, can I save it and continue working later?***

Yes. Everything entered into the application will be saved automatically.

### ***What if I forget my password?***

Click "Forgot Password" from the [login page](#) and follow the instructions to create a new password.

### ***The person who wrote our applications is no longer with the organization. How can I access our account?***

Contact Wendy Rohrbach, Project Coordinator, at [wrohrbach@mffh.org](mailto:wrohrbach@mffh.org) to transfer the account.

### ***How do I submit attachments in the online system?***

Applicants can upload required documents to the online portal by dragging and dropping files or click to browse files on your computer. Note: Budget Template should only be submitted in Word.

Acceptable file formats for other files include: csv, doc, docx, docm, gsheets, htm, html, jpg, jpeg, mov, mp3, mp4, mpg, msg, numbers, pages, pdf, png, ppt, pptx, pub, rtf, url, wav, wmv, xls, xlsx, zip

### ***How will I know if my application has been received by MFH?***

You will receive an e-mail confirming receipt once you click "Submit Response" at the bottom of the last page of your application or on your dashboard, it will show as a status of "Submitted".

### ***How do I edit an application I already submitted?***

Once submitted, an application cannot be edited. If you need to revise a portion of your application, please contact Wendy Rohrbach, Project Coordinator, at [wrohrbach@mffh.org](mailto:wrohrbach@mffh.org).