FLORIDA HUMANITIES ONLINE APPLICATION SYSTEM INSTRUCTIONS- INDIVIDUAL APPLICANTS

UPDATED OCTOBER 2021

NOTE: At this time, the creation and use of individual accounts in Florida Humanities' online application system are only permitted for applications to join the Florida Talks directory.

Florida Humanities only accepts electronic applications. All applicants are first required to set up an online account to apply.

Once you click on the **"Apply Now"** link on the Florida Humanities website, it will direct you to the Log-on page. To create an account, click on the "**Create New Account"** button. **NOTE:** If you have an organization account, please create a new one as an individual.

If you can't remember your password after creating an account, click on "**Forgot your Password?"** The website will prompt you to enter your email address, and it will send a reset link.

Creating a new account is a multi-step process.

NOTE: While creating a new account, please note that using the browser's back button will delete your registration information. Should you need to navigate to a previous section in the registration process, you must use the button at the bottom of each section for the registration to remain intact.

Step One: Sponsoring Organization Information

As you are applying as an individual, not an organization, your "Organization Name" and "Mailing Address" are different. Include your **first and last name** as the **organization name** and **your preferred address** as your **mailing address**. The following information must be input for the sponsoring organization:

- **Organization Name and Mailing Address:** This will be your first and last name and your preferred address, as stated above.
- **Federal ID Number/EIN:** The IRS issues this number for organizations. As an individual, input the following information on the designated line:
  00-0000000
- **DUNS Number:** This is a unique 9-digit number used by the federal government to identify businesses. Input the following information on the designated line as you are applying as an individual:
  000000000
  Note: You will receive an error message alerting you that another organization has this DUNS number already. Ignore the pop-up and input the numbers as shown above.
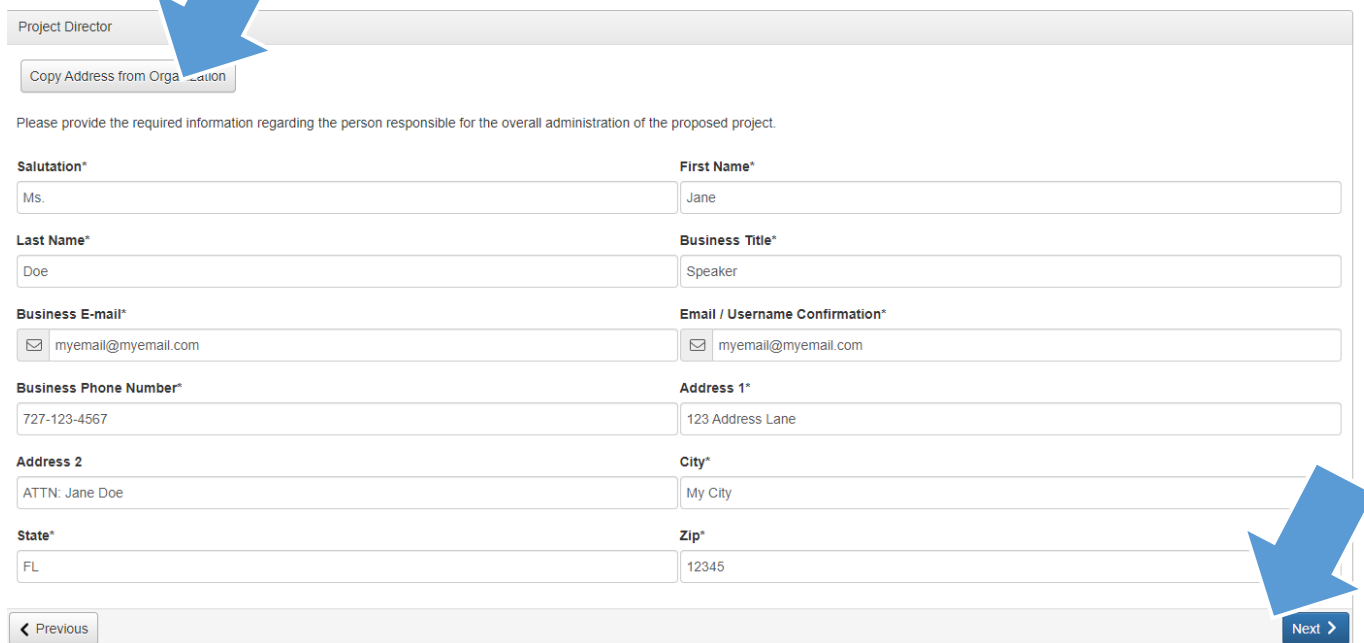
Sponsoring Organization

Organization Name*	Federal ID Number (required for all organizations)*
Jane Doe	00-0000000

DUNS Number (Required for Funding)*	Web Site
Click here for more information	mywebsite.com
000000000	

Business Phone Number*	Business E-mail
727-123-4567	myemail@myemail.com

Address 1*	Address 2
123 Address Lane	ATTN: Jane Doe

City*	State*
My City	FL

Zip*
12345

Next >

Step Two: Project Director Information

As you are applying as an individual, your preferred contact information will be the project director information.

- To transfer your preferred address into these fields, use the **"Copy Address from Organization"** button. This action automatically pulls the information from the previous section
into this section.
- **Note: The email address entered in the email/username field becomes the applicant's username in the system.**
- Click on the **"Next"** button once all the fields are complete.

Step Three- Executive Officer Information

Mark yourself as the Executive Officer. Select **"Yes"** on the page.

Once you enter the information, click on the **"NEXT"** button to create a password.

Executive Officer

Are you the Organization's Executive Officer?*
● Yes
○ No

‹ Previous   Next ›

Step Four- Create a Password

Create a unique password that is used with your email address to log in to your account. Passwords must be at least six characters long. They can contain capital or lowercase letters, numbers, and any of the following special characters:**!@#$%&()_.** Once you enter your password, click the **"Create Account"** button.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#$%&*()_

Password*

Confirm Password*

‹ Previous   Create Account

If you wish to change your password or account information in the future, log on to your account and click the "**Edit Contact"** link**.**

Step Five- Email Confirmation

After clicking the **"Create Account"** button**,** the "Email Confirmation" page will appear. The email confirmation assures you are receiving emails from the system. Follow the onscreen instructions and click the **"Continue"** button to finish the registration process.

SELECTING AN APPLICATION PROCESS

NOTE: At this time, the creation and use of individual accounts in Florida Humanities' online application system are only permitted for applications to join the Florida Talks directory. Your account will be used for current and future applications.

- Upon accessing the system for the first time, it will land on the Apply Page. This page shows any open opportunities for which you are eligible. **Note: Only use your individual account to complete a Florida Talks Speaker Application.**
- You can preview the application by clicking on the "**Preview**" button. Click on the blue "**Apply**" button to start a **Florida Talks Speaker Application.**
- Next, complete the form, responding to each field of the requested information. **Note: Any fields with an asterisk are required and must be complete before submission.**
- As you complete the form, the system will auto-save every 100 characters or every time you click out of the field.
- Some fields may have **character limits.** Responses that are longer than the limit will save automatically. However, an error message will appear informing you have exceeded the limit. You cannot submit the form until you decrease the response within the limit. **Note: Character limits include spaces.**
- File upload fields will only accept one file per field. Upload fields have size limits. If you upload a file that is larger than the set limit, an error message will appear. It will inform you that the file is too large and **will not be saved.** Once a file is uploaded, you can **delete it** by clicking the "**Red X**" next to the file name. You can then upload a new file
- Even though the system auto-saves, there is a "**Save**" button on the bottom of the form. When you click the **"Save"** button, a confirmation page will appear. This screen shows that your save was successful. If you click the **"Continue"** link**,** it will take you back to the application to continue working. If you save and exit the system, you can access the **Draft** from your **Dashboard** the next time you log in.
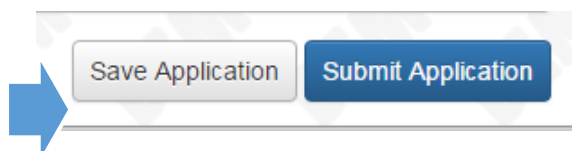
NOTE: Before submitting your final application, click on the **"Application Packet"** button at the top of the form. The packet will include your entire application with all uploaded documents. Review the application packet thoroughly and make any necessary edits

before clicking the **"Submit Application"** button. Once submitted, **you will not be able to make any changes.** The Application Packet can save as a pdf file. Keep your packet as your official copy of the final application.

Any application not submitted by the posted due date AND time will be marked ineligible for consideration.

NOTE: The system will automatically log out after 90 minutes of inactivity. You will receive a warning message at 80 minutes of inactivity.

APPLICANT DASHBOARD

After you submit or save your application, you can return to the Dashboard by clicking on the **"Home"** icon link in the navigation menu.

You can review submitted requests or edit applications that you have saved but not submitted.
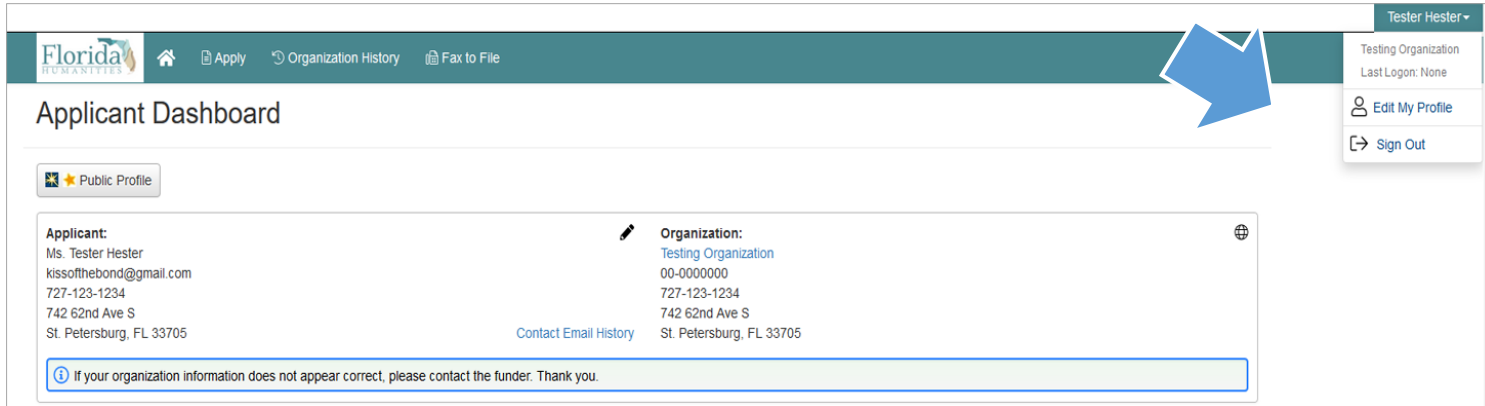
EDITING YOUR PROFILE

To edit your account or change your password, click your name on the top right of the screen. This screen will expand into a drop-down menu. Click the "**Edit My Profile**" link **to** update your user information or change your password. Click the "**Save**" button in the bottom right corner once you have finished.

SUPPORT

If you have questions regarding your account, please contact Lisa Lennox for assistance at **727-873-2018** or **llennox@flahum.org**.

If you have questions about completing a Florida Talks Speaker Application, please contact April Myerscough for assistance at **727-873-2001** or **amyerscough@flahum.org**