

## PH Essentials- Organization Registration Tutorial

1. To access the Public Health Essential Training and Development Mini Bid click the link below:  
[https://healthresearchinc.smapply.io/prog/public\\_health\\_essentials\\_training\\_and\\_development\\_mini\\_bid/](https://healthresearchinc.smapply.io/prog/public_health_essentials_training_and_development_mini_bid/)
2. You will arrive to this screen below.

The screenshot shows the top navigation bar with 'EN', 'Log In', and a green 'Register' button. Below the navigation, the page title is 'Health Research Inc.' and the subtitle is 'CDC Covid-19 Health Disparities Grant Small Wellness Awards'. The main content area is divided into two columns. The left column contains the title 'Public Health Essentials Training and Development Mini Bid' and a paragraph of text: 'Health Research, Inc. (HRI) and The New York State Department of Health (NYSDOH) are seeking bids from qualified entities for training and development of community-based partners serving New York State residents outside of New York City (Rest of State) to assist the Department in achieving outcomes for a project with funding from the Centers for Disease Control and Prevention (CDC) entitled, [National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities. CDC - COVID Disparities OT212103 - Partnerships - STLT Gateway.](#)' The right column features a green 'APPLY' button, followed by the text 'Open to Organizations can apply.', 'Opens Jul 15 2022 10:00 AM (EDT)', and 'Deadline Sep 2 2022 11:59 PM (EDT)'.

3. To apply for this opportunity, you must be registered in the Apply system as an organization.
  - a. New Users: Click the Green **Register** button

[Return to Health Research Inc.](#)

The screenshot shows the 'Apply' logo and the text 'Register for an applicant account'. Below this, there are three social media login buttons for Facebook, Twitter, and Google. An 'OR' separator follows. There are two radio buttons: 'Register as an individual' (selected) and 'Register as an organization'. Below these are input fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. A checkbox for 'I'm not a robot' is present, along with a reCAPTCHA logo and links for 'Terms of service' and 'Privacy Policy'. A green 'CREATE ACCOUNT' button is at the bottom.

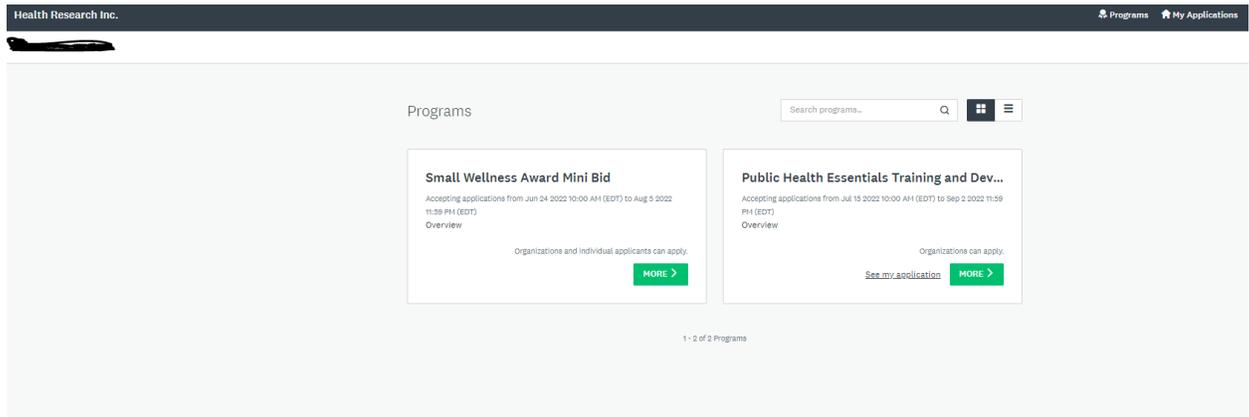
- i. Select **Register as an organization**
- ii. Complete steps and click **SAVE**

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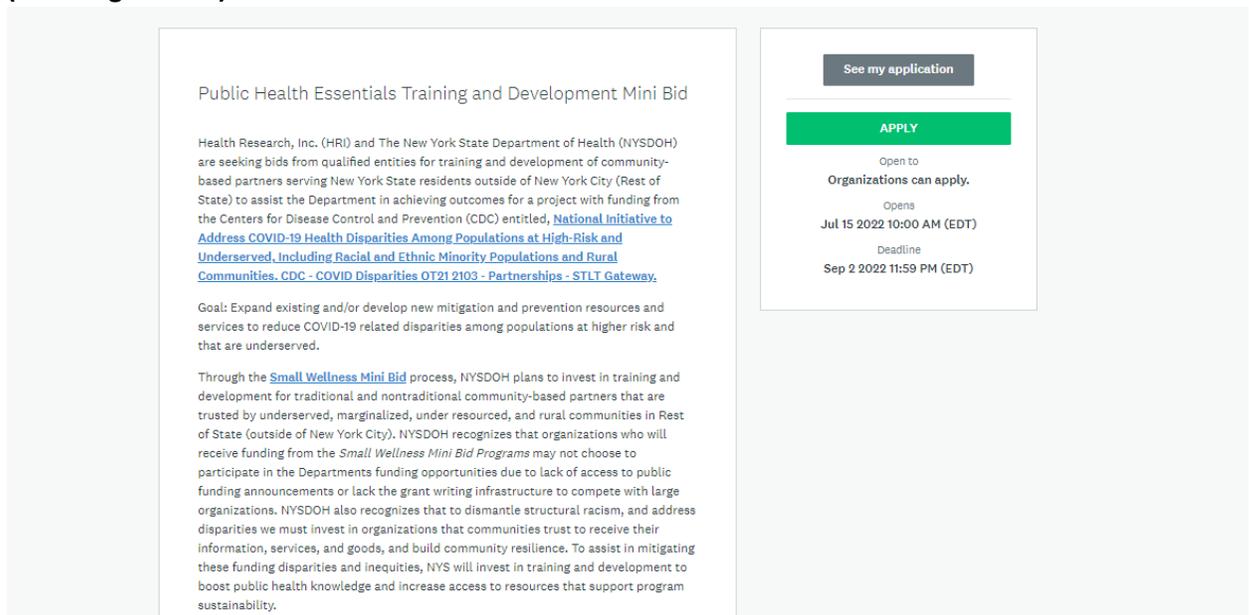
### b. Previous Users with / Individual Accounts (ex. *Small Wellness Mini Bid Applicants*):

- i. Click the **Login** Button
- ii. Click the drop-down arrow in the top right corner next to your name.
- iii. Click **My Account**
- iv. In the Preferences Section select **Set up Organization**
- v. Complete steps and click **SAVE**

4. All Users: Click **“Programs”** in the top grey bar next to **“My Applications”**
5. Click the drop-down arrow next to your name under Health Research Inc. in the top left corner.
6. Select your organization name



7. Click the Green **MORE** button in the Public Health Essentials Training and Development Box (see image above)



8. Click the green **APPLY** button to start the application