

Attachment 2: How-To Guide for Creating an Account on APPLY as an Individual or Organization

After clicking on the link given for the application of interest, you will be brought to the HRI APPLY page. Here you will see an overview of the application. In the upper right-hand corner select the **GREEN** “Register” button.

The screenshot displays the HRI APPLY page. At the top right, there is a navigation bar with "EN" and a dropdown arrow, "Log In", and a green "Register" button highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the text "Health Research Inc." is centered. The main content area is divided into two columns. The left column contains three input fields: a large one at the top, a smaller one labeled "Funding:", and a larger one labeled "Description:". The right column contains a sidebar with the following elements: a "Value" label above an input field, an "Open to" label above the text "Individual applicants can apply.", an "Opens" label above an input field, and a "Deadline" label above an input field.

You will be taken to a page where you have the option of registering as individual or an organization. Please follow the specific steps for your intended registration.


Attachment 2: How-To Guide for Creating an Account on APPLY as an Individual or Organization

< Return to Health Research Inc. Already have a SurveyMonkey Apply account? [LOG IN](#)

APPLY

Register for an applicant account

Register with



OR

☒ Register as an individual

☐ Register as an organization

First name

Last name

Email

1. FOLLOW THESE INSTRUCTIONS IF YOU ARE REGISTERING AS AN INDIVIDUAL

If you are registering as an individual, select the button that says “individual” and fill in all blank fields.

< Return to Health Research Inc. Already have a SurveyMonkey Apply account? [LOG IN](#)

☒ Register as an individual

☐ Register as an organization

First name



Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

 I'm not a robot 

Attachment 2: How-To Guide for Creating an Account on APPLY as an Individual or Organization

After completion of all questions, click the **Green** “Create Account” Button


[Return to Health Research Inc.](#) [Already have a SurveyMonkey Apply account?](#) **LOG IN**

Email

Password

Confirm password


By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☒ I'm not a robot  reCAPTCHA
Privacy · Terms

CREATE ACCOUNT

After registering successfully, you will click the **Green** “Continue” to Site Button

[Return to Health Research Inc.](#)



Welcome!

You have successfully registered for a SurveyMonkey Apply account for Health Research Inc.

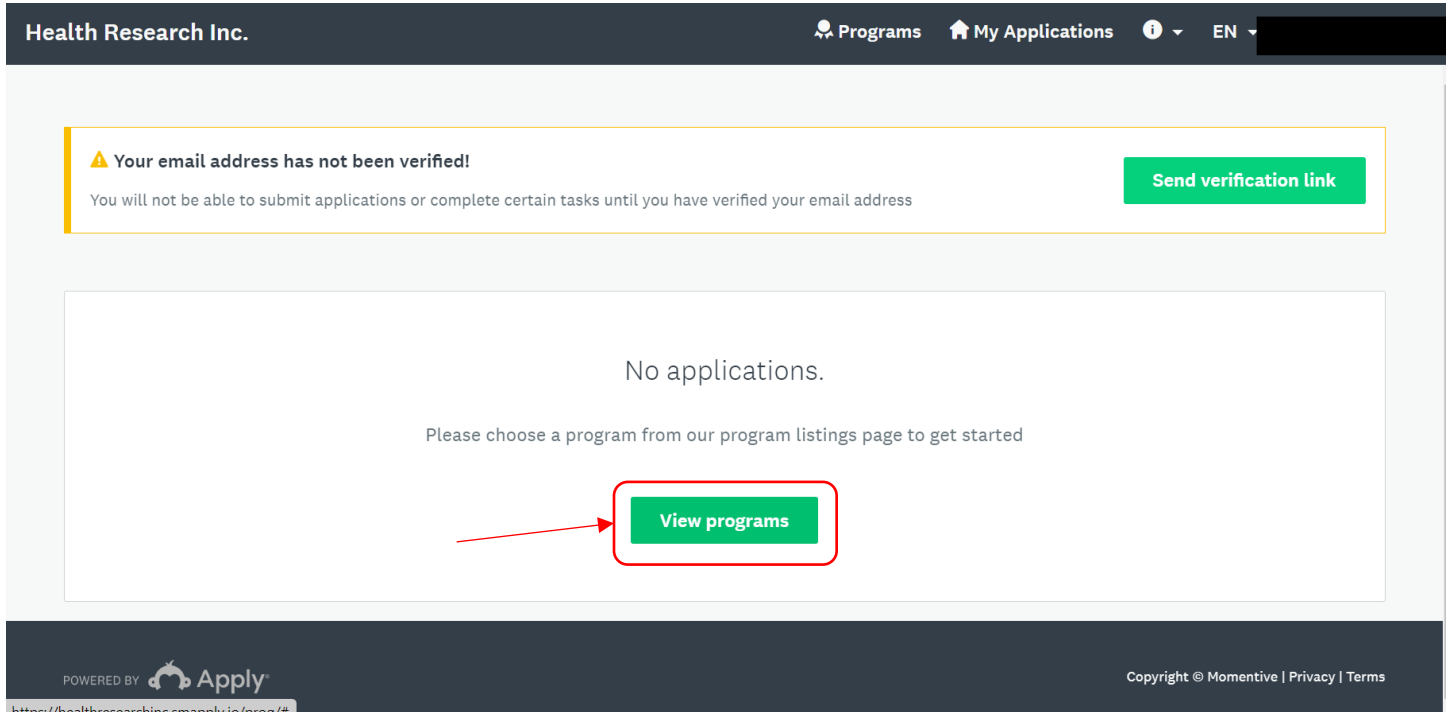
We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.

Continue to site

<https://healthresearchinc.smapply.io>

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You will be brought to the HRI application page. On this page you will click the **Green** “View Programs” button to select the application of interest once more.



Here you will carefully read the overview before selecting the **Green** “Apply” button to start to the application.



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Health Research Inc.

Programs

My Applications

EN

Announcement:

APPLY

Open to

Organizations and individual applicants can apply.

Opens

Deadline

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2. FOLLOW THESE INSTRUCTIONS IF YOU ARE REGISTERING AS AN ORGANIZATION

If you are registering as an organization. Please select the button that says “Organization” and fill in all blank fields.

< Return to Health Research Inc. Already have a SurveyMonkey Apply account? LOG IN

Register for an applicant account

Register with



OR

☒ Register as an individual

☐ Register as an organization

First name

Last name

Email

After completion of all questions, select the **Green** “Create Account” button.


< Return to Health Research Inc. Already have a SurveyMonkey Apply account? LOG IN

Email

Password

Confirm password

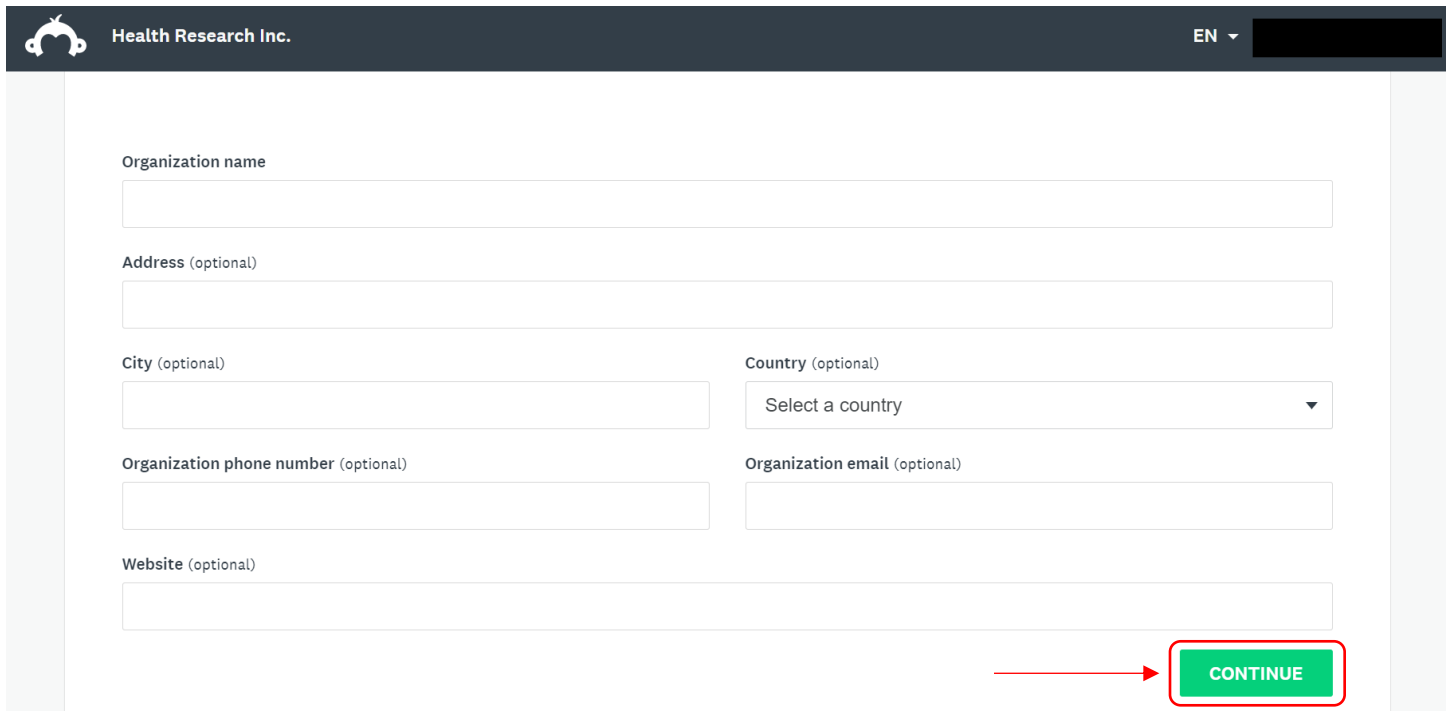
By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☒ I'm not a robot 

CREATE ACCOUNT

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You will be taken to a page where your organization information is needed. Fill in all blank fields. After completion of all questions, click the **Green** “Continue” button.



The screenshot shows a registration form for "Health Research Inc." with a dark header bar. The form contains several input fields and a dropdown menu. A red arrow points to a green "CONTINUE" button at the bottom right.

Health Research Inc. EN ▾

Organization name

Address (optional)

City (optional)

Country (optional)

Organization phone number (optional)

Organization email (optional)

Website (optional)

CONTINUE

After registering successfully, you will select the **Green** “Continue to Site” Button

Attachment 2: How-To Guide for Creating an Account on APPLY as an Individual or Organization

[Return to Health Research Inc.](#)



Welcome!

You have successfully registered for a SurveyMonkey Apply account for Health Research Inc.

We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.

[Continue to site](#)

<https://healthresearchinc-smapply.in>

You will be brought to the HRI application page. On this page you will click the **Green** “View Programs” button to select the application of interest once more.

Health Research Inc.

[Programs](#)

[My Applications](#)

[i](#)

EN

⚠ Your email address has not been verified!

You will not be able to submit applications or complete certain tasks until you have verified your email address

[Send verification link](#)

No applications.

Please choose a program from our program listings page to get started

[View programs](#)

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<https://healthresearchinc-smapply.in/proc/#>

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Here you will carefully read the overview before selecting the **Green** “Apply” button to start the application.

The screenshot shows the top navigation bar with 'Health Research Inc.' on the left and 'Programs', 'My Applications', a user icon, and 'EN' on the right. The main content area is divided into two columns. The left column contains a large empty rectangular box and an 'Announcement:' section with another large empty rectangular box below it. The right column features a green 'APPLY' button, which is highlighted with a red rectangle and a red arrow pointing to it from the left. Below the button, the text 'Open to Organizations and individual applicants can apply.' is displayed. Further down, there are two more empty rectangular boxes, one labeled 'Opens' and the other 'Deadline'.

3. FOLLOW THESE INSTRUCTIONS IF YOU ALREADY HAVE AN ACCOUNT AS AN INDIVIDUAL AND WOULD LIKE TO REGISTER AS AN ORGANIZATION UNDER YOUR NAME

After logging into your account as an already registered individual, you will click on your name in the upper right-hand corner to reveal a drop-down bar. In the options you will click on the My Account tab.

A single empty rectangular box with a green border.

A vertical drop-down menu with a red border. It contains a black rectangular box at the top, followed by two empty rectangular boxes with green borders. A red arrow points to the top black box, and another red arrow points to the bottom of the menu.

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You will be brought to your profile page. On this page you will scroll down until you see a **GREY** tab that says “Set Up Organization”. Select this option.

The screenshot displays the user profile page for Sheba Mendoza on the APPLY platform. The top navigation bar includes the logo 'Health Research Inc.', a search bar, and links for 'Programs', 'My Applications', a user icon, 'EN', and 'Sheba Mendoza'. A dropdown menu for 'Sheba Mendoza' is open, showing options: 'Switch role to...', 'Applicant', 'Recommender', 'Admin', 'My Account' (highlighted in grey), and 'Log Out'. The main content area shows a placeholder for a profile photo and the text 'Please choose a program from our program listings page to get started'. A green 'View programs' button is visible. The footer includes 'POWERED BY Apply' and 'Copyright © Momentive | Privacy | Terms'. Below the main content, a secondary navigation bar shows 'Health Research Inc.', 'Programs', 'My Applications', a user icon, 'EN', and 'Sheba Mendoza'. The 'Account Settings' section is visible, with a sidebar containing 'My Profile' and 'Notifications'. The 'Profile Photo' section shows a placeholder with 'SM' and a 'Choose file...' button. The 'Personal Info' section shows 'First name' as 'Sheba' and 'Last name' as 'Mendoza'.

Health Research Inc. Programs My Applications i EN Sheba Mendoza

Sheba Mendoza

Switch role to...

Applicant

Recommender

Admin

My Account

Log Out

Applications.

Please choose a program from our program listings page to get started

View programs

POWERED BY Apply

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Health Research Inc. Programs My Applications i EN Sheba Mendoza

Sheba Mendoza

Account Settings

My Profile >

Notifications

Profile Photo

SM

Choose file... Browse

Personal Info

First name Last name

Sheba Mendoza

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Health Research Inc. Programs My Applications EN

Preferences

Timezone
GMT

Preferred Language
English (US)

Set up an organization to apply on behalf of
Set up organization

Change Password

Current password

<https://healthresearchinc-smannlv.io/apply/>

You will be brought to a page with an organization form. You will answer all the questions pertaining to your organization.

Health Research Inc. EN

Organization name

Address (optional)

City (optional) Country (optional)
Select a country

Organization phone number (optional) Organization email (optional)

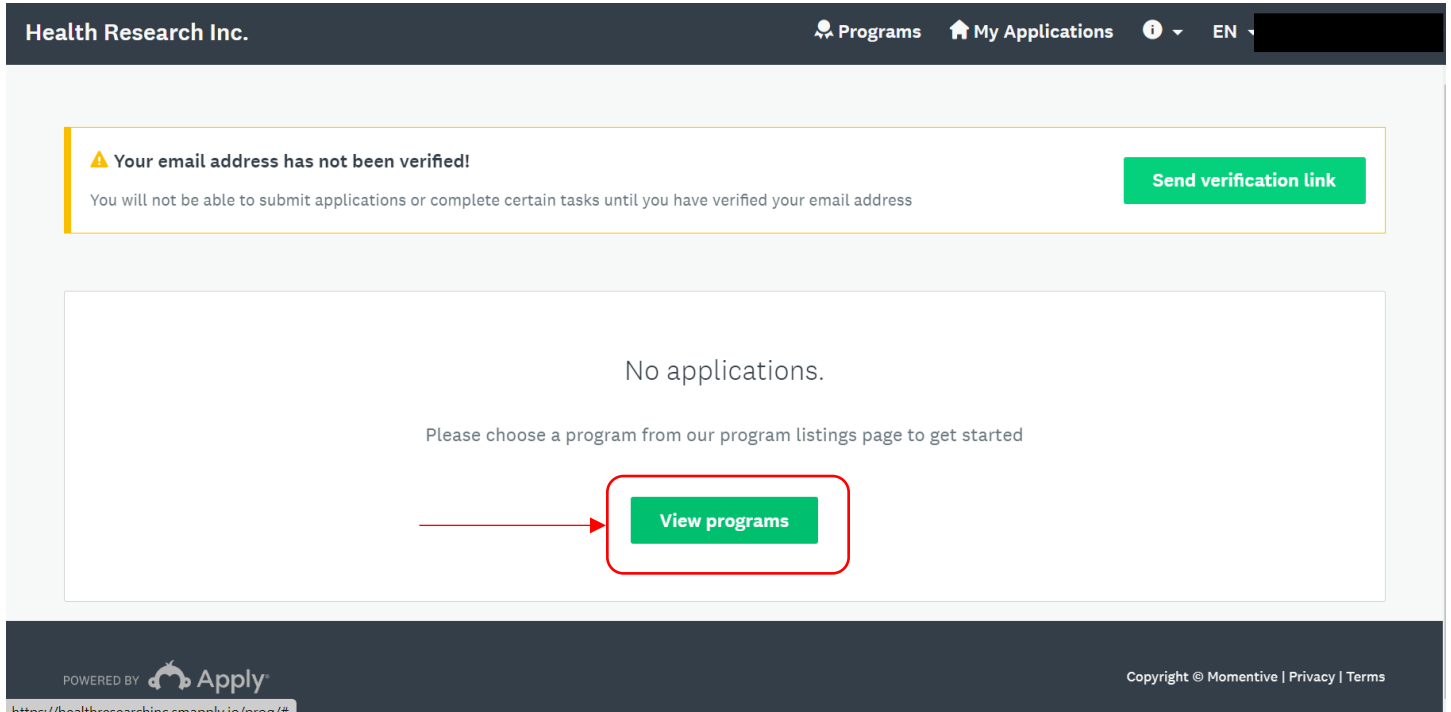
Website (optional)

CONTINUE

After completion of all questions, click the **Green** “Continue” Button.

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You will be brought to the HRI application page. On this page you will click the **Green** “View Programs” button to select the application of interest once more.



Here you will thoroughly read the overview before hitting the **Green** “Apply” button to start to the application.

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