


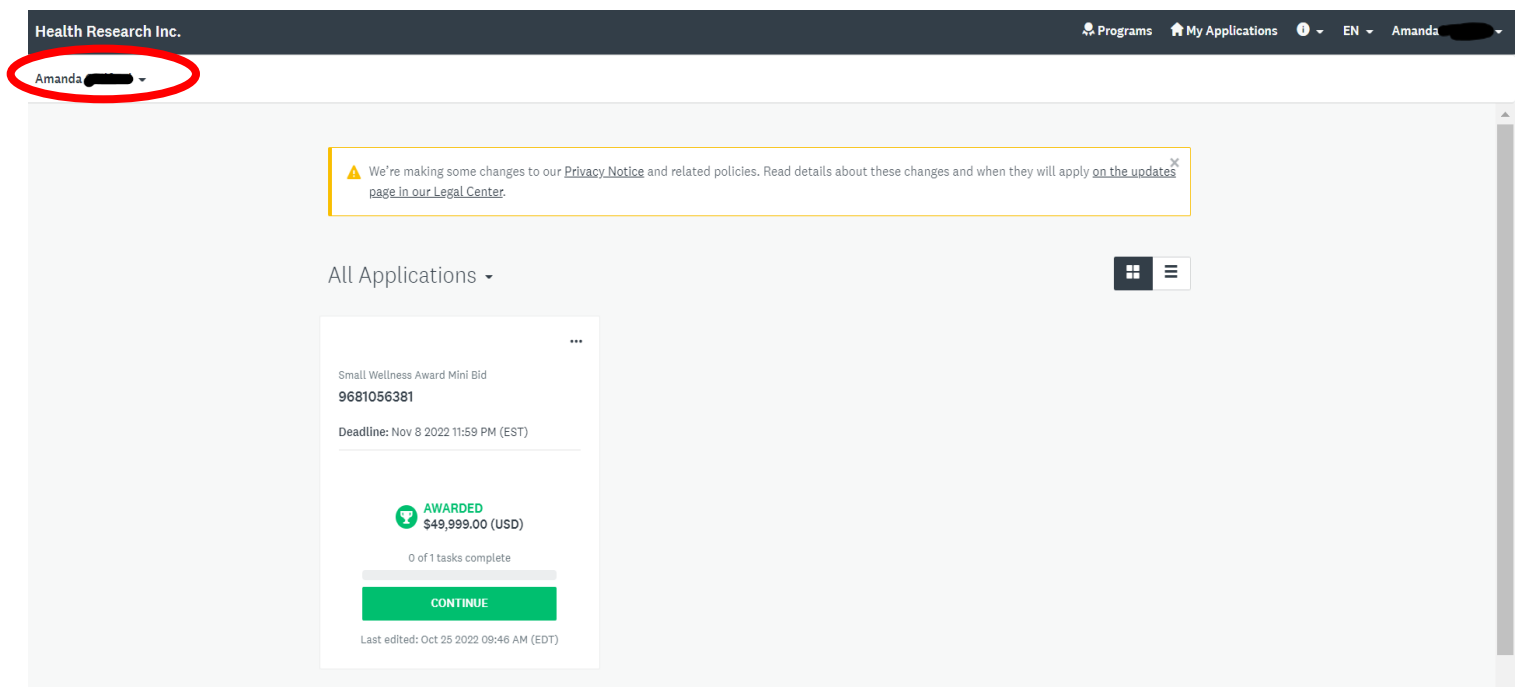
Attachment 3: How To Upload Documents to SM© Apply

First you will need to log into your APPLY account at <https://healthresearchinc.smapply.io/>.

Be sure to use the same log in information that was used when both the application and the contact survey were submitted.

Once you have logged in you should then see the screen below and click the green box within the Small Wellness Award Mini Bid.

Please note: Some of you may have **both** a personal account and an organization account. If you do not see the screen below, click on your name in the left-hand corner (circled in **RED**) under Health Research Inc. This will display any other accounts you have within the APPLY system. If you still can not see the screen below once these steps have been taken, click the  icon to contact the administrator.



You will then be prompted to what we will refer to as the dashboard. This will be your main screen for seeing any upcoming deliverables, vouchering, and uploading of documents. To upload documents, click on the task below.

Attachment 3: How To Upload Documents to SM© Apply

0 of 1 tasks complete

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REVIEW **SUBMIT**

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Small Wellness Award Mini Bid [🔗](#) [Preview](#) [...](#)

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APPLICATION **ACTIVITY**

Your tasks

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Bid Application
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Small Wellness Selected Applicant Survey
Completed on: Oct 21 2022 02:54 PM (EDT) [>](#)

Our Program and Fiscal Managers will be in Contact with you throughout your contract and will be asking for documentation. This section will remain open through the entire grant (even if marked as complete).

[Back to application](#)

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1 of 1 tasks complete

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Task instructions [Hide](#)

insert instructions here for the items they need to upload.

TEST Document [...](#)
Filename: TEST_Document.docx Added: Nov 18 2022



You will be able to preview any documents you have provided, as well as delete them by clicking the 3 dots to the right.

*** **YOU DO NOT NEED TO CLICK THE GREEN SUBMIT BUTTON.** The documents are considered uploaded once the 'Marked as complete' button has been clicked.

To Upload multiple documents once marked as complete:

Click the 3 dots to the right of the upload task then click edit.


Attachment 3: How To Upload Documents to SM© Apply



Uploads

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...

 Task instructions [Hide](#)

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For specifics on document what document formats and sizes are accepted please click [here](#).