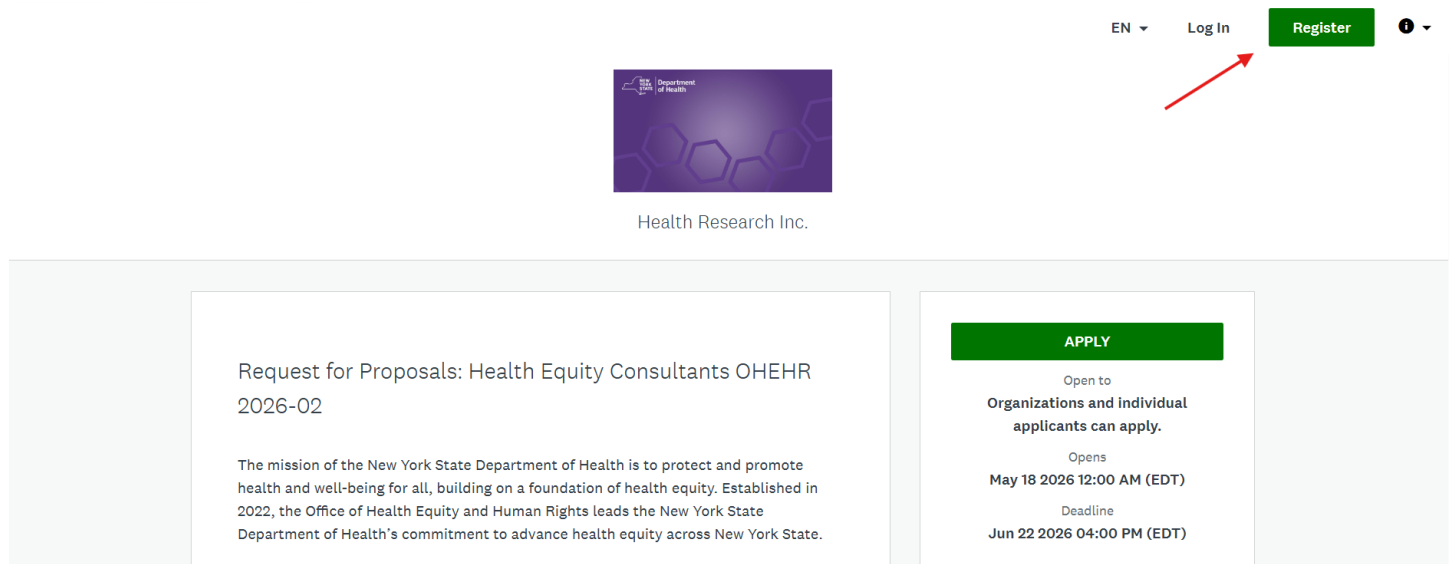


Request for Proposals: OHEHR 2026-02

Attachment 4: 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 (https://healthresearchinc.smapply.io/prog/RFP_ohehr_2026-02), you will be brought to the HRI APPLY page. Here you will see an overview of the application and in the upper right-hand corner there is a green register button. Click on this button.



The screenshot shows the top navigation bar of the HRI APPLY page. It includes a language dropdown menu set to 'EN', a 'Log In' link, and a prominent green 'Register' button. A red arrow points to the 'Register' button. Below the navigation bar is the Health Research Inc. logo, which features a purple background with a molecular structure and the text 'Department of Health' and 'Health Research Inc.'. The main content area is divided into two columns. The left column contains the title 'Request for Proposals: Health Equity Consultants OHEHR 2026-02' and a paragraph describing the mission of the New York State Department of Health. The right column features a green 'APPLY' button, followed by the text 'Open to Organizations and individual applicants can apply.', the opening date 'May 18 2026 12:00 AM (EDT)', and the deadline 'Jun 22 2026 04:00 PM (EDT)'.

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.

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

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

Attachment 4: 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](#)

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](#).

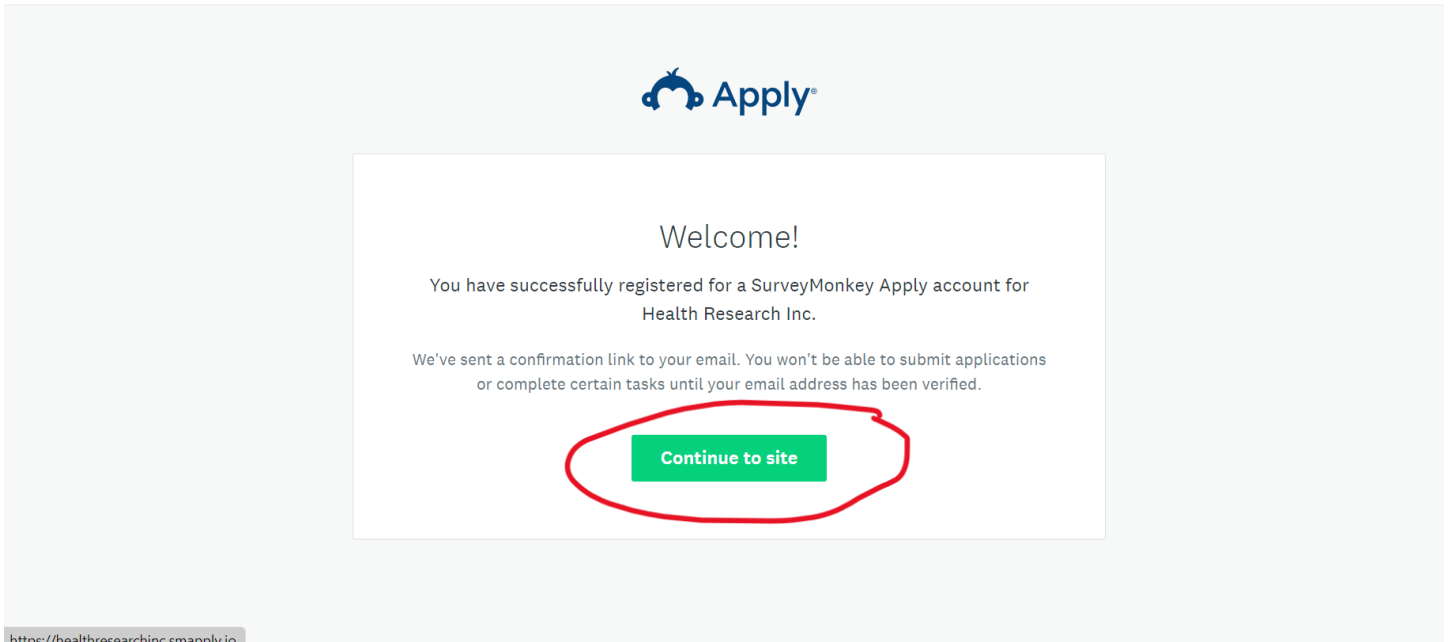
I'm not a robot 

After completion of all questions, click the **Green** Create Account Button at the bottom of the page.

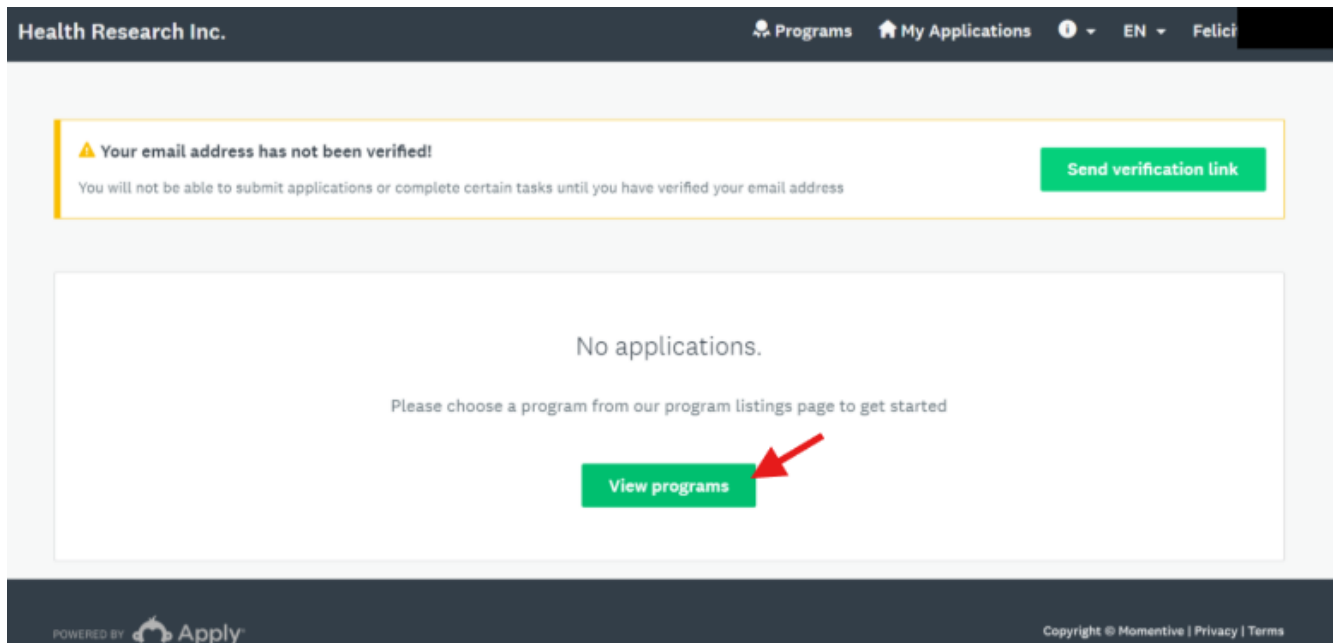
After registering successfully, you will click the **Green** Continue to Site Button:

Attachment 4: How-To Guide for Creating an Account on APPLY as an Individual or Organization

[Return to Health Research Inc.](#)

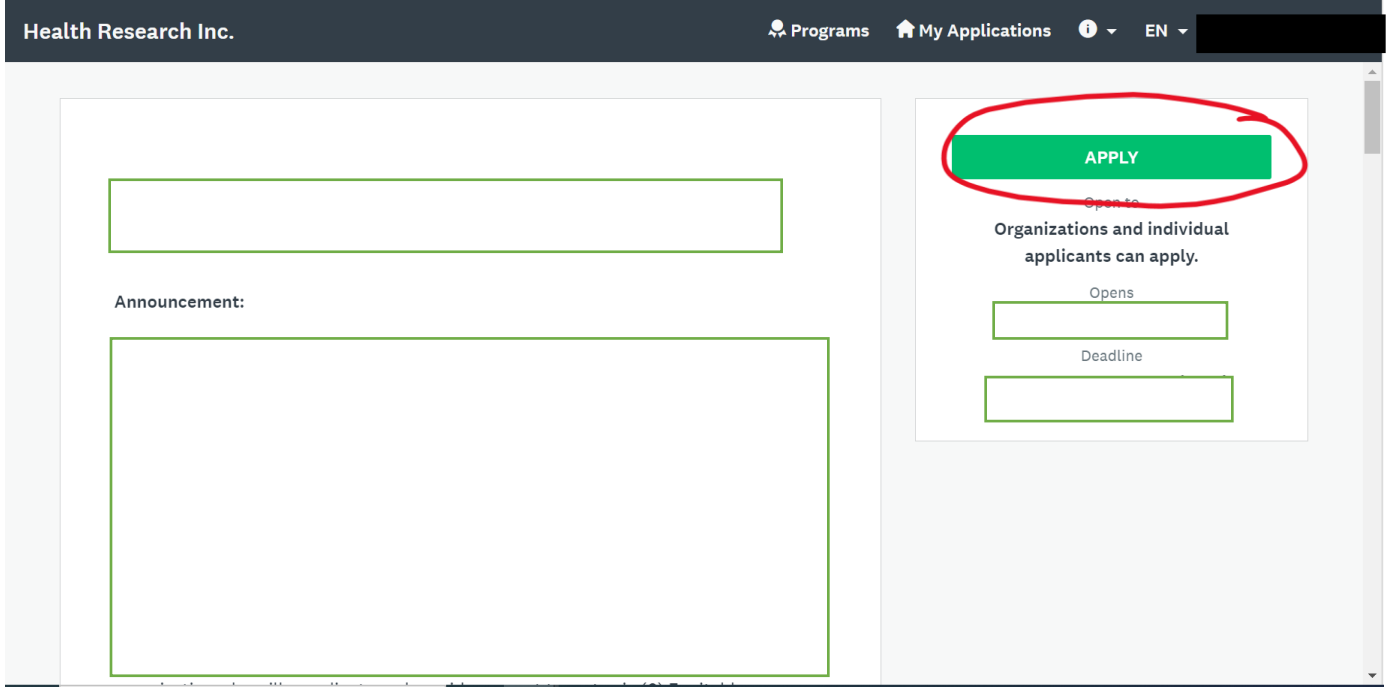


You will be brought to the HRI application page. On this page you will click the **Green** View Programs button to select the application of interest once more:



Attachment 4: How-To Guide for Creating an Account on APPLY as an Individual or Organization

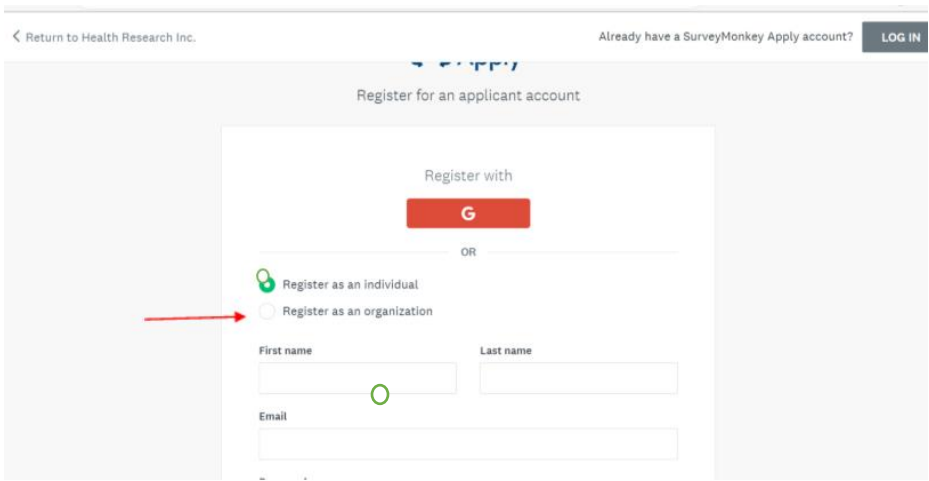
Here you will thoroughly read the overview before hitting the **Green** Apply button to start to the application.



Follow Attachment 5 for further instructions on creating, completing and submitting an application through APPLY.

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

If you are registering as an organization. Please click the button that says organization and fill in all blank fields.



Attachment 4: 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
example@email.com

Password
.....

Confirm password
.....

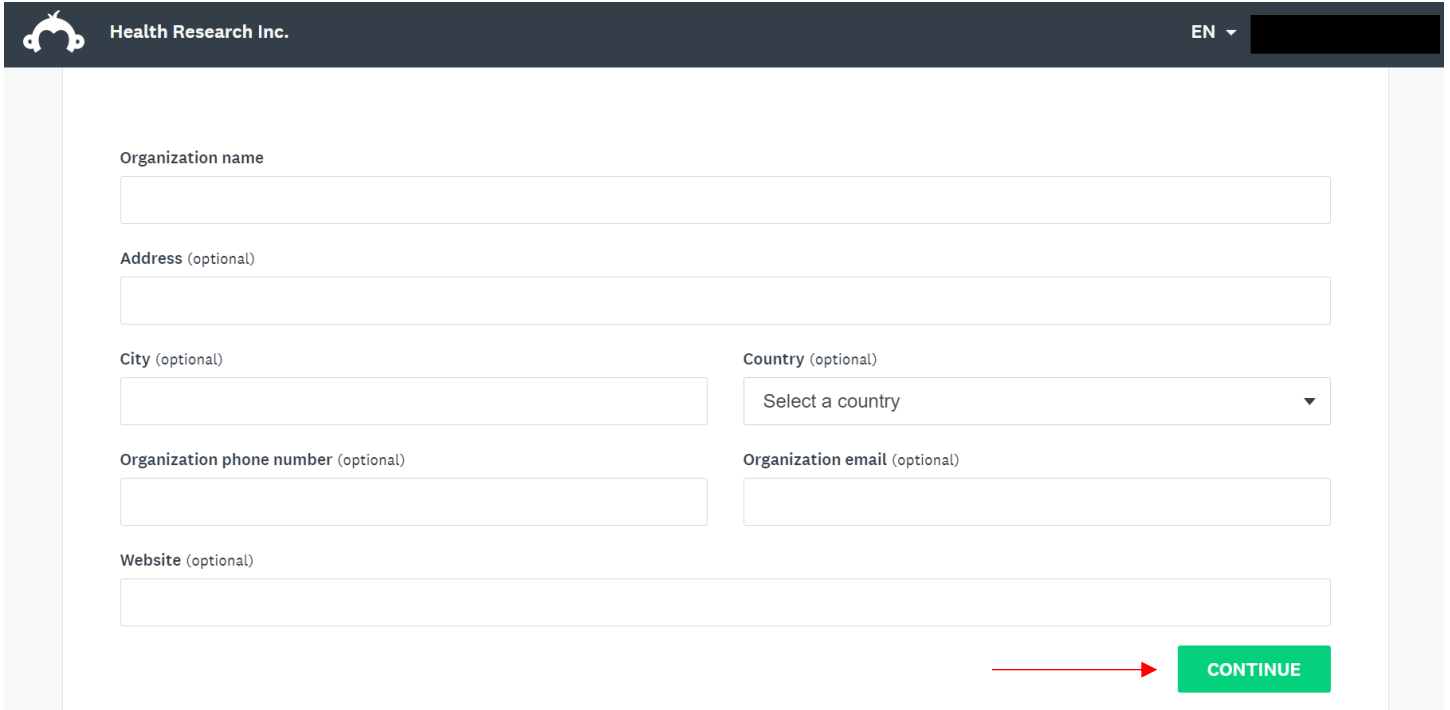
By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot  reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

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.

Attachment 4: How-To Guide for Creating an Account on APPLY as an Individual or Organization

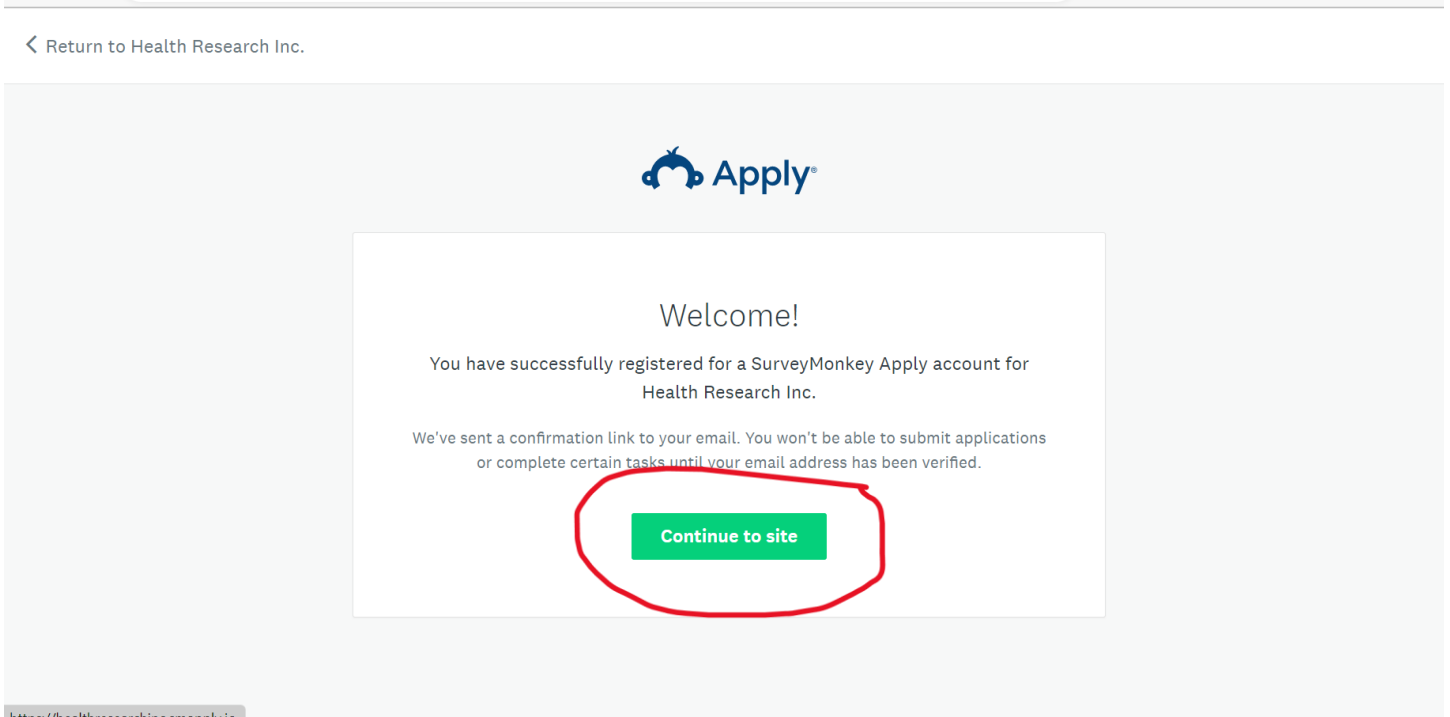


The screenshot shows a registration form for Health Research Inc. The form includes the following fields:

- Organization name
- Address (optional)
- City (optional)
- Country (optional) - dropdown menu with "Select a country" and a downward arrow
- Organization phone number (optional)
- Organization email (optional)
- Website (optional)

A red arrow points to a green "CONTINUE" button at the bottom right of the form.

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



The screenshot shows a "Welcome!" message on the Apply platform. The message includes the following text:

Apply®

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.

A green "Continue to site" button is highlighted with a red circle.

<https://healthresearchinc-smapply.in>

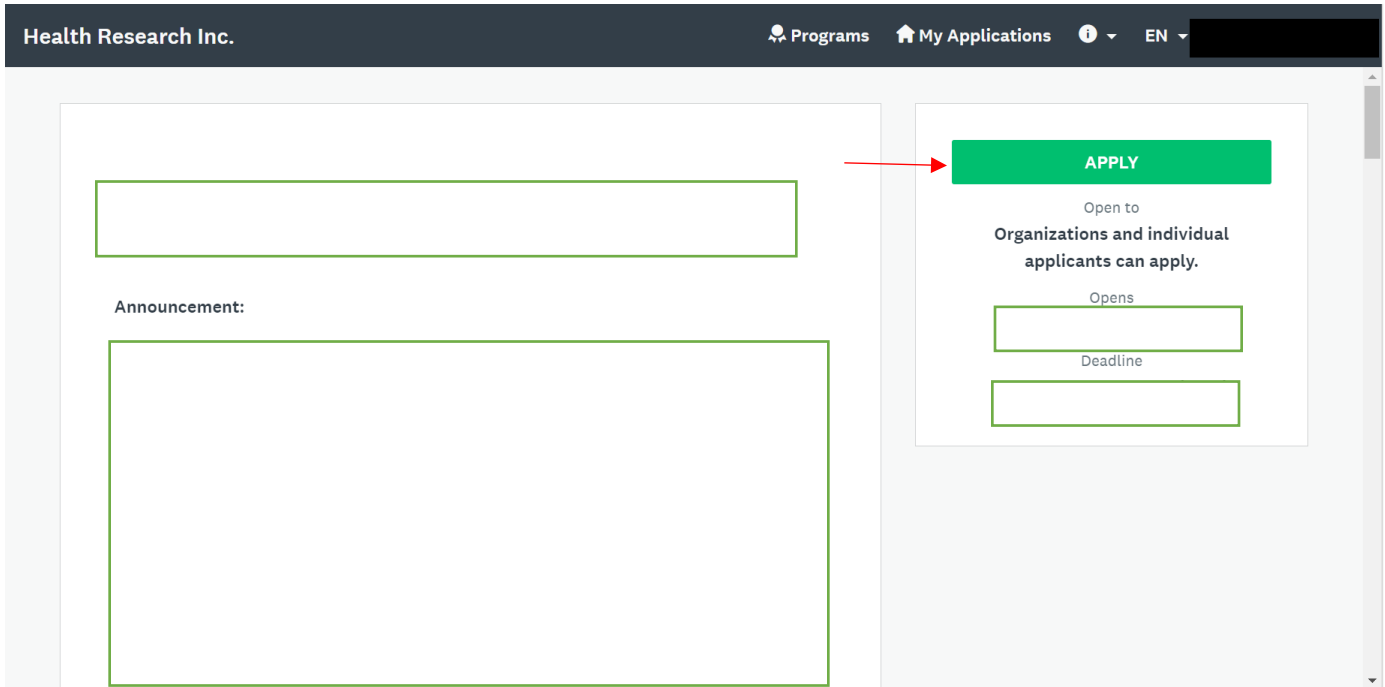
Attachment 4: How-To Guide for Creating an Account on APPLY as an Individual or Organization

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.

The screenshot shows the top navigation bar for Health Research Inc. with links for Programs, My Applications, and a language dropdown set to EN. A yellow warning box at the top states: "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." A green button labeled "Send verification link" is located to the right of the warning. The main content area displays "No applications." and "Please choose a program from our program listings page to get started." A green button labeled "View programs" is centered below this text and is circled in red. The footer includes the "POWERED BY Apply" logo and copyright information for Momentive.

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

Attachment 4: How-To Guide for Creating an Account on APPLY as an Individual or Organization

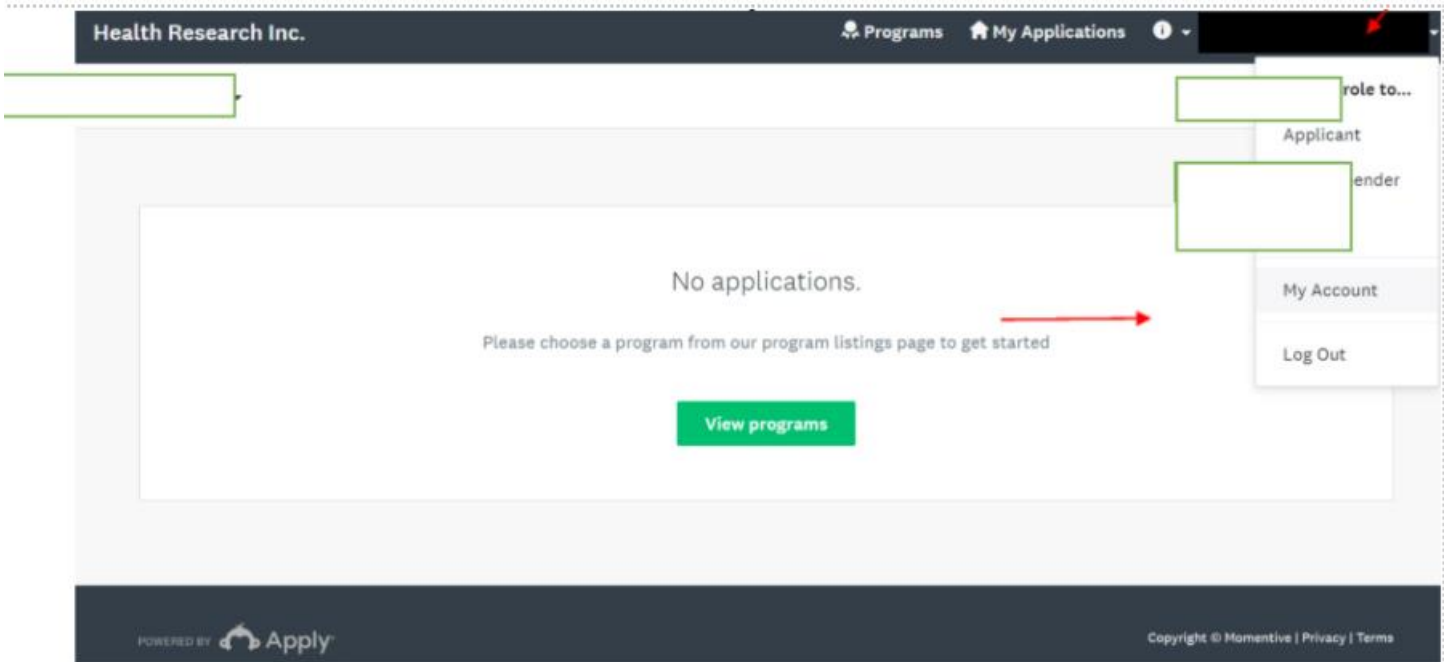


Follow Attachment 5 for further instructions on creating, completing and submitting an application through APPLY.

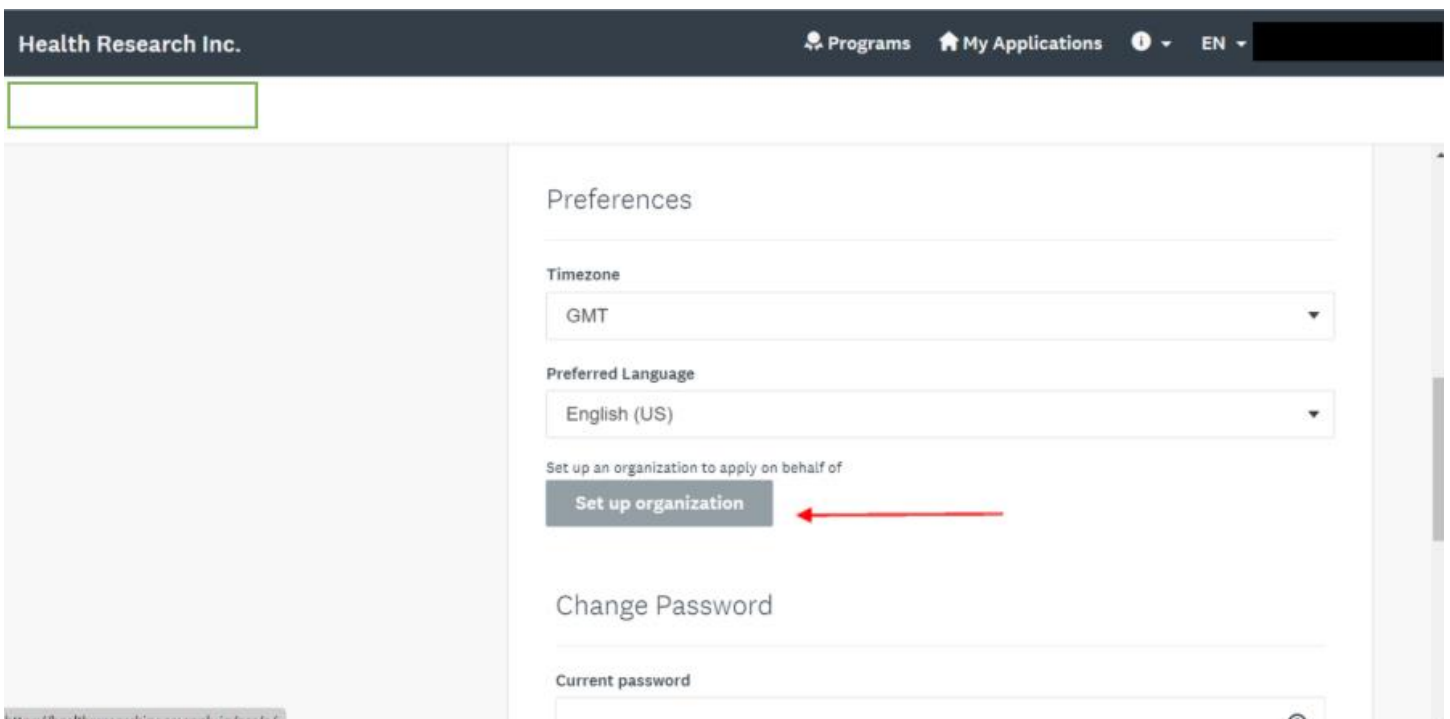
3. FOLLOW THESE INSTRUCTIONS IF YOU ALREADY HAVE AN ACCOUNT AS AN INDIVIDUAL AND WOULD LIKE TO REGISTER AS AN ORGANIZATION UNDER YOUR NAME

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.

Attachment 4: How-To Guide for Creating an Account on APPLY as an Individual or Organization

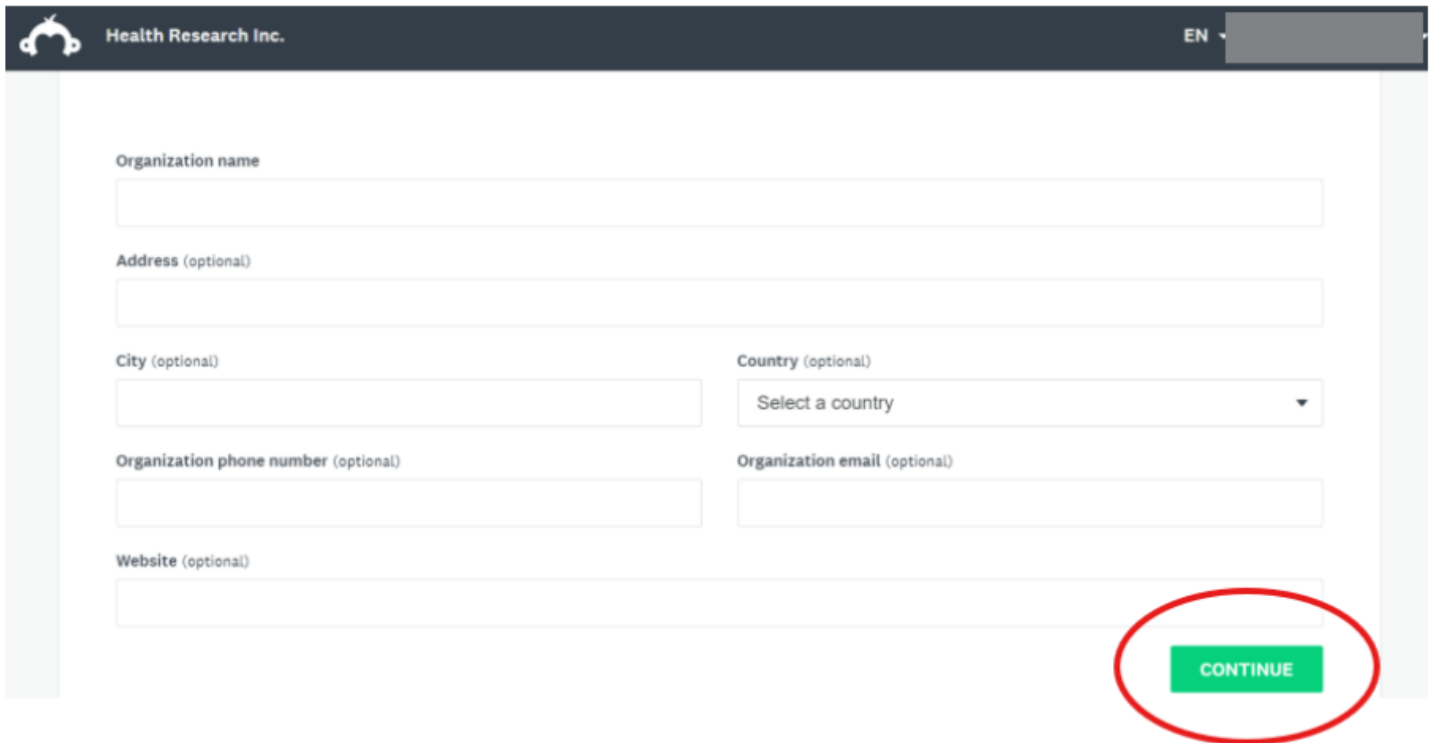


You will be brought to your profile page. On this page you will scroll down until you see a Grey tab that says Set Up Organization.



Attachment 4: How-To Guide for Creating an Account on APPLY as an Individual or Organization

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



The screenshot shows a web form for Health Research Inc. The form includes the following fields:

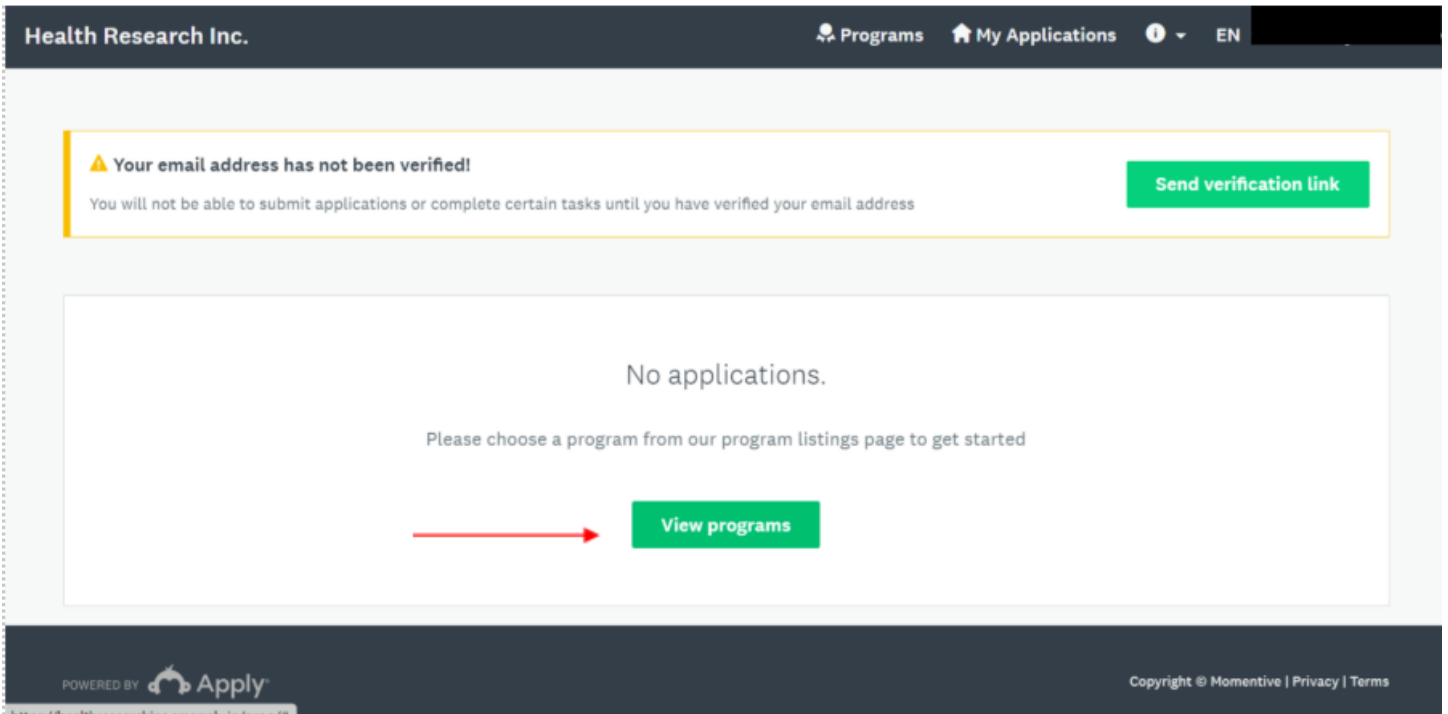
- Organization name
- Address (optional)
- City (optional)
- Country (optional) - dropdown menu with "Select a country" and a downward arrow
- Organization phone number (optional)
- Organization email (optional)
- Website (optional)

A green button labeled "CONTINUE" is located at the bottom right of the form and is circled in red.

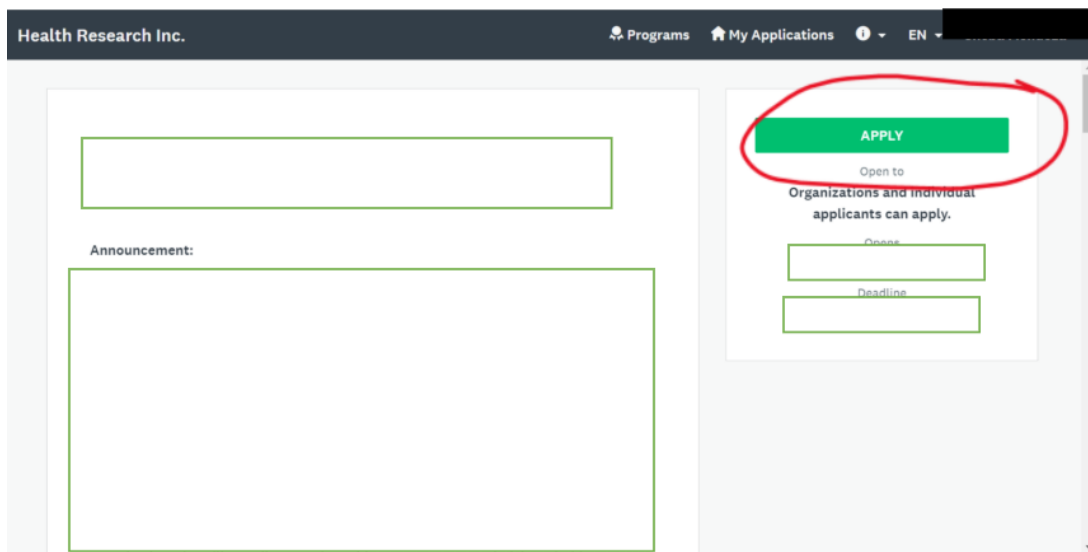
After completion of all questions, click the **Green** Continue Button.

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.

Attachment 4: How-To Guide for Creating an Account on APPLY as an Individual or Organization



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



Follow Attachment 5 for further instructions on creating, completing and submitting an application through APPLY.