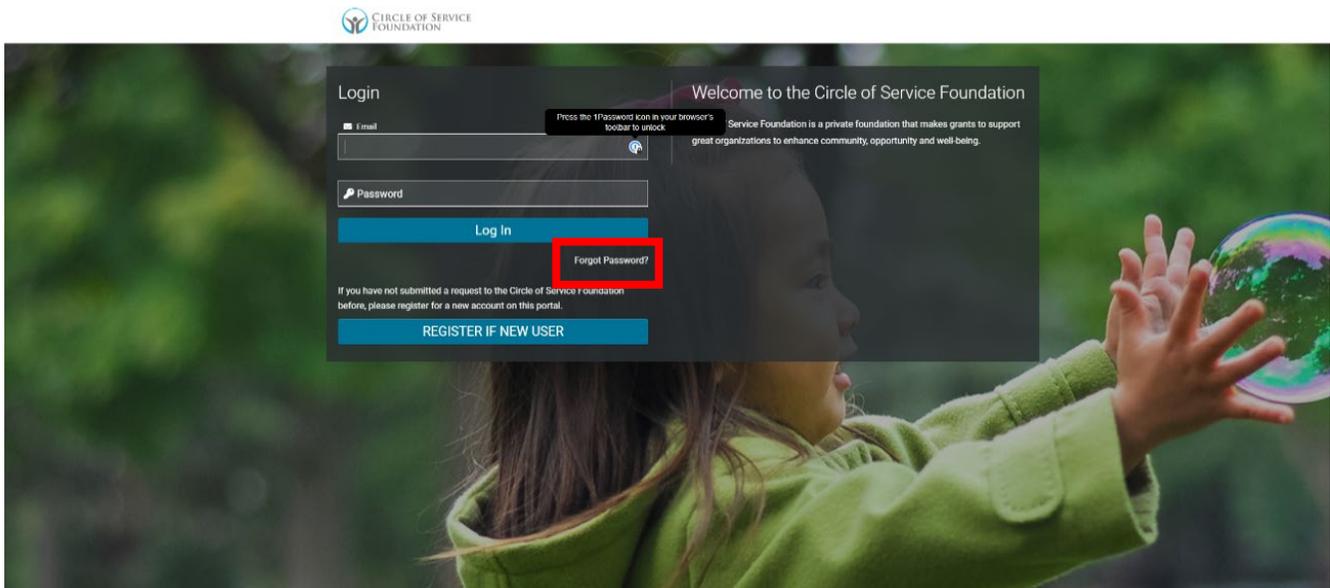


## How Existing Grantees should log-in to SmartSimple for the first time

[Click here](#) to watch the video on how to set a new password.

This how-to guide and accompanying video will give you step-by-step instructions on how set a new password when you are logging into SmartSimple for the first time or resetting if you have forgotten your password after setting your credentials the first time.

1. Go to SmartSimple's portal at <https://circleofservice.us-1.smartsimple.com/>, it should look like this.



2. For first-time users of the SmartSimple Grants System, who have submitted an application to Circle of Service Foundation before, click the "Forgot Password" button, underneath the "Log In" button (see red box above).
3. Enter your email address you have associated with your grants.
4. Next, check box "I'm not a robot"
5. Click "Submit" when you've entered all the correct information.

**Request Password** ✕

Email:

I'm not a robot 

6. Upon submission, the message will appear, please follow the directions.

**Please note: It may take up to 10 minutes to receive the email on how to reset your password with a Subject Line "Forgot Password".**

7. Go to your inbox, to click the link to change your password.

8. Set your new password with the following password criteria:

- Minimum of at least eight characters
- Include at least one lowercase letter
- Include one uppercase letter
- Include at least one number
- Include at least one special character

9. Next, check the box "I'm not a robot". If you have to verify a photo, please do so.

10. Click "Submit" to complete the password reset.

11. Congrats, you've changed your password! You will be taken back to the login screen after you've successfully changed your password. To login, enter your email address associated with your grants, and your new password.

12. Click "Log In" to be taken to the grantee portal. Your screen should look like the below screen:

## Request Password



✓ If you have an account on this site, you will receive an email with instructions on how to reset your password. If you do not receive an email (and are certain you have an account registered to the email address provided), please check your spam or junk folder for the email.

**Naomi Judd** | [PLANNED PARENTHOOD ADVOCATES OF WISCONSIN, INC](#)  
L.Hannett07+05@gmail.com

### APPLICATIONS

Apply Now	<b>0</b> Applications Under Review	<b>1</b> Completed	<b>0</b> In Progress
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### REPORTS

<b>0</b> Draft	<b>0</b> Revisions Required	<b>0</b> Under Review	<b>2</b> Completed
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