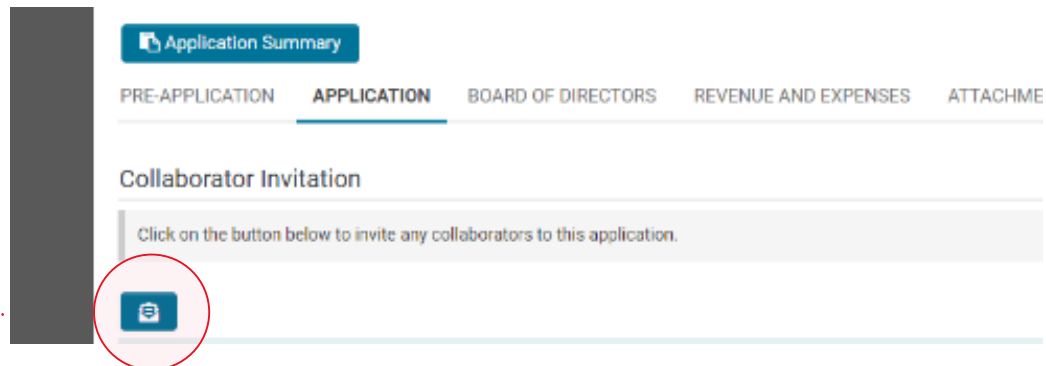


How to Invite a Collaborator to your Application

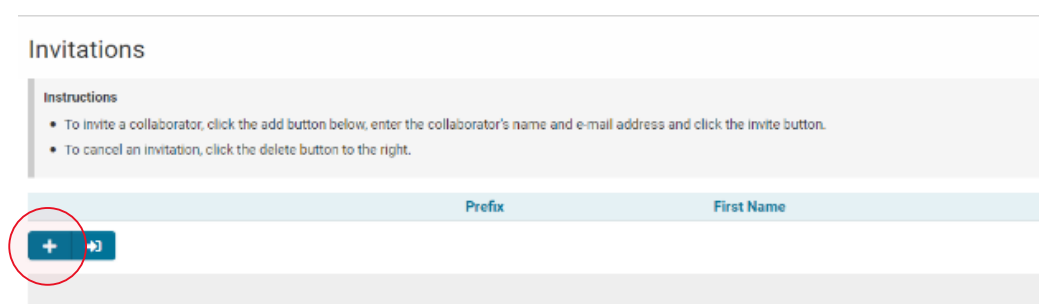
[Click here](#) to watch the video on how to invite collaborators.

This how-to guide and accompanying video will give you step-by-step instructions on how to invite other staff to complete your organization's application under their separate account.

1. Log into your grant portal and open the application you'd like to invite someone to collaborate on.
2. In the application tab, you'll see a section labeled "Collaborator Invitation". There is a blue button with an envelope on it. Click this blue button.



3. You will then be taken to a screen labeled "Invitations." Click the + button to add complete the collaborator's information.



4. Fill out your collaborator's first name, last name, and email address. If you want to use a prefix, you can, but it is not necessary. Click the drop down in the "Role" column and choose "Collaborator" (it is the only option). Once all the information has been filled out, hit "Save." Then, hit "Invite." In the "Alert" screen that pops up, click "Yes."
5. You have invited collaborators to your application. Once they accept their invitation and register both your organization and in SmartSimple, they will have access to the application and can begin working on it immediately.