

The following instructions are for adding additional users to your organization to assist with your application, that already have an account with a different organization.

1. If an email address already exists in another AmpliFund account, then it cannot be added into another Applicant account

## New User

User Information

Email Address\*

jane.doe@email.com

An account already exists for this email address

Role\*

Editor

▼ ⓘ

2. As a work around, user can be added with the **+1** to the email alias (example: jane.doe+1@email.com). This will be linked to their email address, and they will still receive emails in the inbox for jane.doe@email.com.

## New User

User Information

Email Address\*

jane.doe+1@email.com

✓

Role\*

Editor

▼ ⓘ

3. Once the user (with the +1 added to their email address) is invited to join your organization in AmpliFund, they will receive an email to set up their new applicant portal log in. The user will have to use jane.doe+1@email.com to login to the Applicant account of your organization.

You have been invited to use Test org to add users's Applicant Portal to help manage grant application(s).

Use the link below to join the Test org to add users account:

[Set Up Your New Applicant Portal Login](#)

Regards,  
Applicant Portal Administrator

4. The invited user should click on the link “Set Up Your New Applicant Portal Login” to complete their registration and gain access to your organization’s application(s).