Quick Start Guide for ZoomGrants^{TM}

1. Click, copy, or enter the following address into your internet browser to launch ZoomGrants^{TM}:
   https://www.zoomgrants.com/gprop.asp?donorid=2253&limited=3921

2. Log in to ZoomGrants^{TM}. If you created an account between 2017 and 2021, log in with your email address and password. If you do not have a ZoomGrants^{TM} account, create a new account. To create a new account, you will need:
   a. Email address
   b. Create a password
   c. First and Last Name

   NOTE: It is recommended that an applicant either:
   - Have the Executive Director or person authorized to submit an application for your organization create the ZoomGrants^{TM} account; or
   - Create a shared account, using an email and password that is available to multiple staff members.

3. After a ZoomGrants Account is created, ZoomGrants^{TM} will take you to the Thurston County Office of Housing and Homeless Services Application Page. Select the blue "Apply" button for the 2022 Consolidated Grant Application.

4. An application will open. <u>Prior to entering any information into the application, we strongly recommend that you review the RFP Instructions and other supporting RFP documents</u>. To do so, select the blue "Library" tab. The full list of available RFP-related documents will appear.

5. Select the blue text under the Description column to open a document.

6. For more information on how to use ZoomGrants™, select "Help" at the top of any ZoomGrants™ screen for information and resources on using ZoomGrants™.