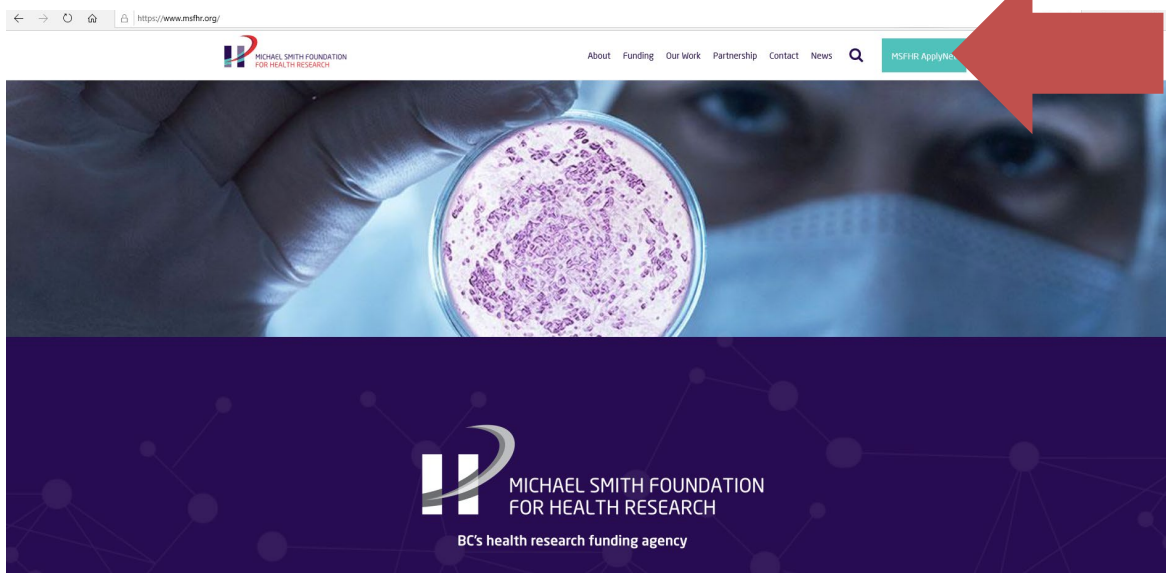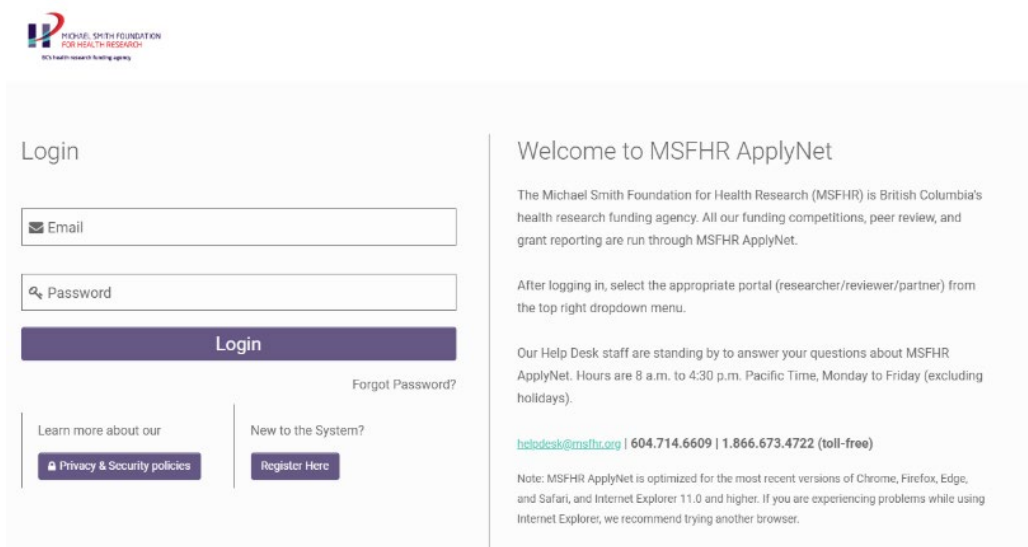# MSFHR ApplyNet Quick Start Guide #3:
Applicant Portal Homepage

ApplyNet is the Michael Smith Foundation for Health Research's online grants management system.
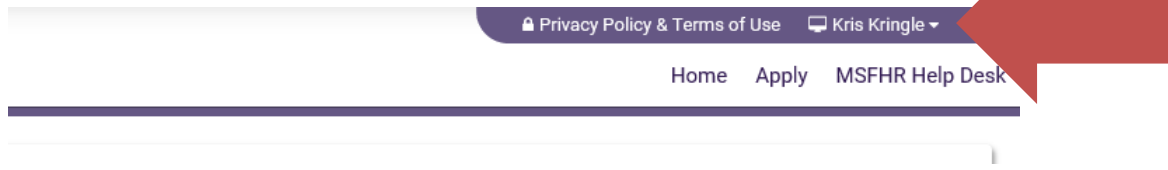
Login to MSFHR ApplyNet by visiting our website: **www.msfhr.org** and clicking on the MSFHR ApplyNet link button in the upper right corner of your screen.

This will direct you to the MSFHR ApplyNet **login page**.

On your home page, you will see your **Name** and links to the **Privacy Policy** and **Terms of Use** in the upper right corner.
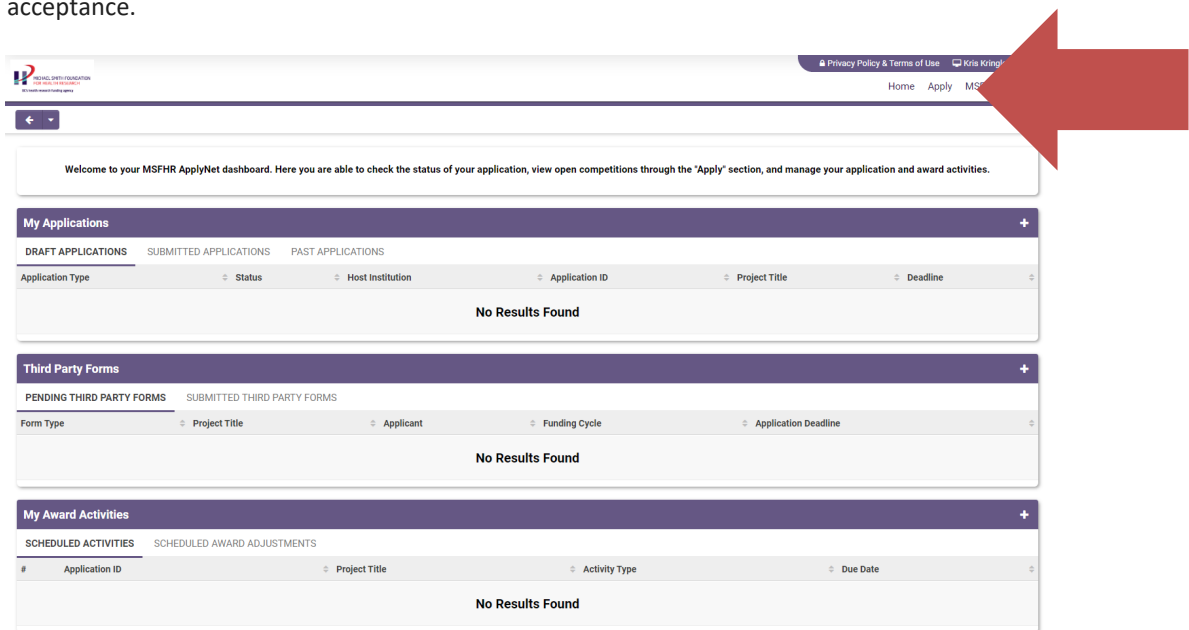

To update your profile or change your password, simply click on the drop down arrow beside your name.

To return simply click on the **Home** tab,

Your **Home** page is divided into three sections:

- **My Applications**: which lists your current, submitted and past applications. If you have submitted an application in the previous version of MSFHR ApplyNet, your data will be migrated to the new system, but will not appear immediately. If you need access to data from a previous application, please contact our Help Desk.
- **Third Party Forms:** which lists all third party tasks associated with your application and all tasks that you have been asked to provide as a third party.
- **My Award Activities**: which list activities that require your input—including change requests and award acceptance.
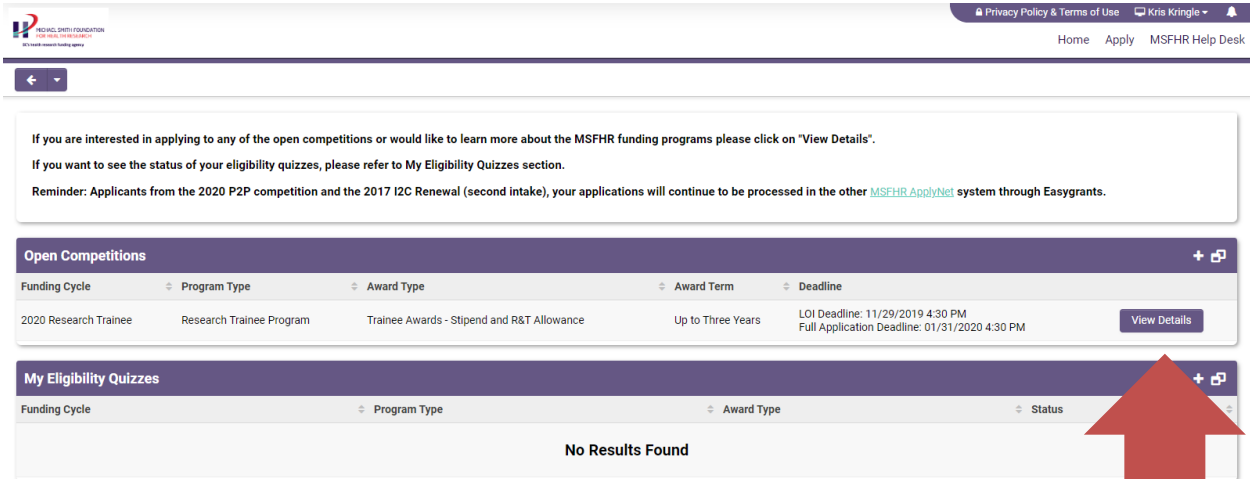

To apply for funding, click **Apply** tab in the upper right corner of your screen.

The **Apply** page is divided into two sections, the first of which is:

- **Open Competitions**: which displays all the funding competitions that are available.

Click **View Details** to see a description of the funding cycle.

Click **Apply** at the bottom to the screen, to start the application process.

Applications start with an **Eligibility Quiz**.

If you launch an **Eligibility Quiz** but do not want to submit it immediately, you may save your entry and come back to it at a later time.

You will find any of your incomplete entries in the **Apply** section under **My Eligibility Quizzes**.

Once you submit your Eligibility Quiz, the item will appear as "submitted" in your **My Eligibility Quizzes** section. Please note, once you have submitted your Eligibility Quiz, you cannot go back to make further edits; if you notice an error on your submission, please contact the Help Desk.

If you are eligible, you will be granted access to the next application stage.

For more information about the new MSFHR ApplyNet system and useful resources, including video tutorials, please visit our **website**.

Should you require any assistance, please contact us at **helpdesk@msfhr.org** or call 604.714.6609 Monday to Friday from 8 a.m. to 4:30 p.m. PT (excluding holidays).