



United Way of Lewis County
450 NW Pacific Avenue
Chehalis, WA 98532
www.lewiscountyuw.com

United Way of Lewis County Online Grant Application

HOW-TO GUIDE FOR ACCESSING ONLINE APPLICATION

Thank you for your interest in applying for United Way of Lewis County General Fund grant dollars. **Reminder, grant applications are due no later than 4:00pm on January 17, 2019.**

This year's application process is strictly online; please follow these important steps to get started:

1. Once you've accessed the link to apply (<https://www.lewiscountyuw.com/form/agency-application>), **create a personal login** and retain that login information to access your grant throughout the entire application process. (you will be able to save a draft to access at a later time to complete)
2. Follow the steps in the confirmation email you will receive to complete your registration. You will be asked to create a password at this point by clicking on the link provided in the email. *(be sure to save your password as this link is for one-time use ONLY)*
3. Once you've created your new password, you are now automatically logged in. To proceed to the grant application, hover over the *Our Impact* tab, *Community Investment Grants*, and slide over to the *United Way Grant Application* to get started.
4. To logout, click the logout link in the instruction section in the top portion of the grant pages.
5. To log back into your account at any time, visit www.lewiscountyuw.com/user and enter your login information.
6. To access your grant from draft form, login and go back to the grant application page, where your saved application will begin from where you left off.
7. Once you've reviewed your grant and are satisfied, click the **SUBMIT** button at the bottom of page three. *You will then receive a confirmation email stating your grant has been submitted.

After you have received the confirmation email, you can print out a copy of your grant submission for your records.

Questions? Email development@lewiscountyuw.com or call United Way at (360) 748-8100.

Thank you!