Registration Instructions for New Users

Step 1: From your browser, go to http://webapps.broward.org/CommunityPartnershipsRFP .

Step 2: As a new user, you will need to register. Click on **Register New User / Update Profile**.

   Result: The *Community Partnership Funding Opportunities Profile* window appears.

Step 3: Fill out all required fields, indicated in **bold**. Required fields are: Email Address, Password, Confirm Password, Name, Phone, Address, City / State / Zip.

Step 4: If your agency is interested in collaborating with other agencies when responding to a Human Services Department solicitation then select the checkbox next to **Share my information**. If your agency is not interested in collaborating, leave the checkbox empty.

Step 5: Click on the categories that your agency would like to partner with. You may choose one agency or all.

Step 6: Click the **Save** button and then click **OK** in the message box.

Step 7: To log in, click **Log In**, enter your email address and password, and then click **Logon**.

Instructions to Change User Profile
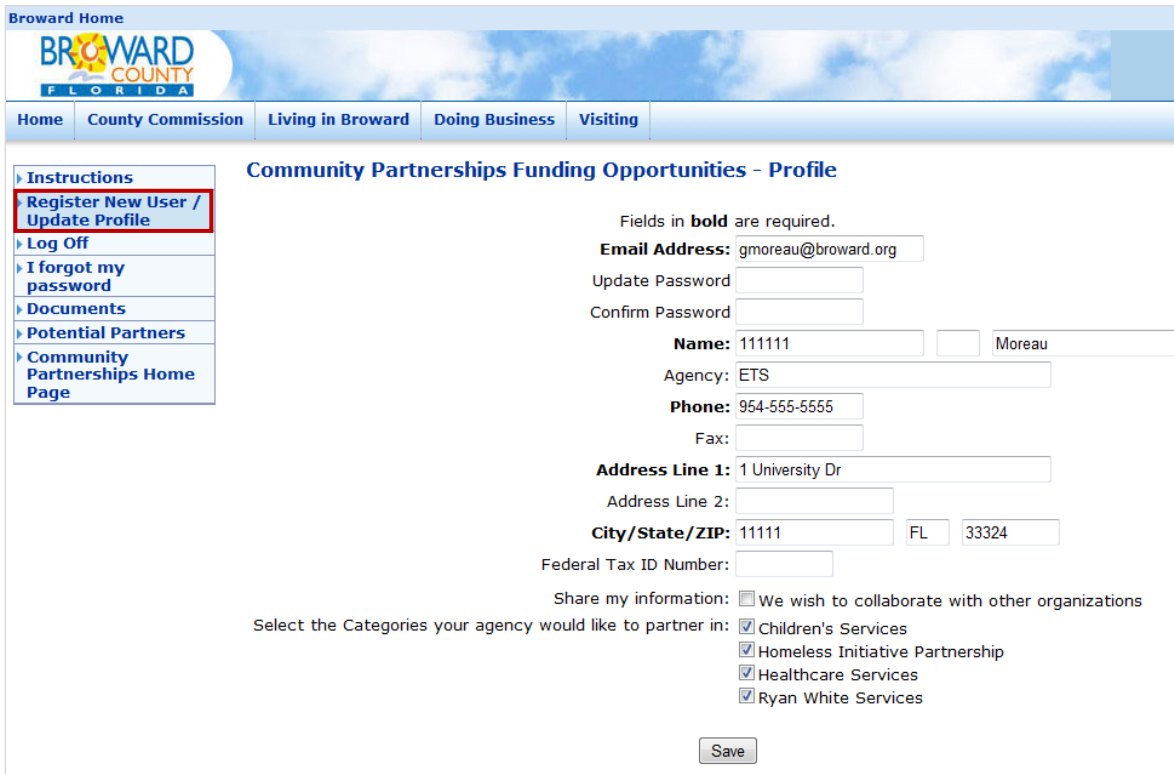
Step 1: From your browser, go to http://webapps.broward.org/CommunityPartnershipsRFP.

Step 2: Click on **Log In**, enter your email address and password, and then click the **Logon** button.

Step 3: Click on **Register New User / Update Profile**.

> Result: Your agency information appears in the profile screen.

Step 4: Update the desired fields.

Step 5: Click the **Save** button when you have completed your updates and then click **OK** in the message box. Your profile is now updated.
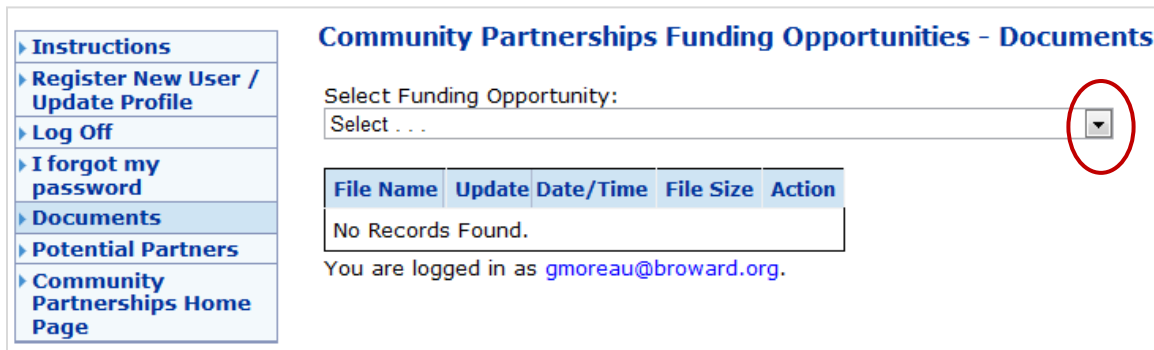
Instructions to Download Solicitations and Solicitation-Related Information

Step 1: From your browser, go to http://webapps.broward.org/CommunityPartnershipsRFP .

Step 2: Click on **Log In**, enter your email address and password, and then click **Logon**.

Result: The *Community Partnerships Funding Opportunities Documents* screen appears.

Step 3: Click the **Select Funding Opportunity** drop-down list and select an item from the list.

Community Partnerships Funding Opportunities - Documents

▸ **Instructions**	
▸ **Register New User / Update Profile**	
▸ **Log Off**	
▸ **I forgot my password**	
▸ **Documents**	
▸ **Potential Partners**	
▸ **Community Partnerships Home Page**	

Select Funding Opportunity:

Select . . . ▾

File Name	Update Date/Time	File Size	Action
No Records Found.			

You are logged in as gmoreau@broward.org.

Step 4: In the **Action** column, click the **Download** link next to the desired filename, click **OK** to continue, and then click **Open** to open the document.

Community Partnerships Funding Opportunities - Documents

Select Funding Opportunity:
Ryan White Initiative ▾

Description:
Start Date: 12/23/2010 03:00 PM
End Date: 02/28/2011 05:00 PM

File Name	Update Date/Time	File Size	Action
Written Questions 12-17-10 FINAL.doc	12/23/2010 01:06 PM	30,208	Download

Note: The Community Partnerships Division will send out email notifications of new funding opportunities as soon as the solicitation opens to registered agency representatives, allowing fast, easy access to this important information.

Community Partnerships Funding Opportunities –
Finding Potential Partners to Collaborate with on a Proposal

Step 1: From your browser, go to http://webapps.broward.org/CommunityPartnershipsRFP .

Step 2: Click on **Log In**, enter your email address and password, and then click **Logon**.

Step 3: Click on **Potential Partners**.

Step 4: To display the list of Potential Partners for a specific category, click on the checkbox(es) next to the desired category. The names and contact information of agencies who have expressed an interest in collaborating will appear at the bottom of the screen in bold. The category of interest identified by the agency will appear in gray below the name of the agency.

Step 5: To print the list, click on the **Print** button 🖨 located in the top right corner of the browser toolbar.

Note: As agencies register and update their profile information, the agency lists are updated automatically. You may want to check back periodically to see if additional agencies desire to be contacted.