

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.

Broward Home

BROWARD COUNTY FLORIDA

Home County Commission Living in Broward Doing Business Visiting

Register New User / Update Profile

Instructions
Log In
I forgot my password
Documents
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Community Partnerships Home Page

Community Partnerships Funding Opportunities - Profile

Fields in **bold** are required.

Email Address:

Password

Confirm Password

Name:

Agency:

Phone:

Fax:

Address Line 1:

Address Line 2:

City/State/ZIP:

Federal Tax ID Number:

Share my information: We wish to collaborate with other organizations

Select the Categories your agency would like to partner in: Children's Services
 Homeless Initiative Partnership
 Healthcare Services
 Ryan White Services

Save

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>.

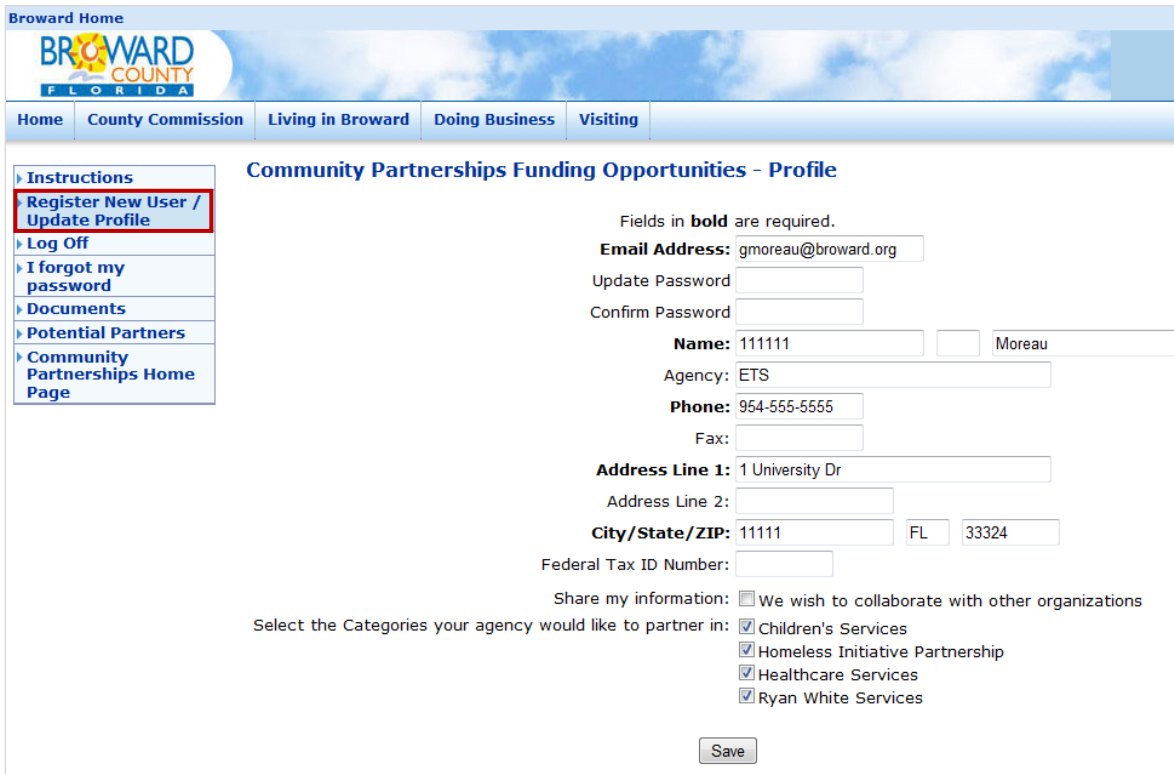
Step 2: Click on **Log In**, enter your email address and password, and then click the **Logon** button.



The screenshot shows the Broward County Florida website. The navigation menu includes Home, County Commission, Living in Broward, Doing Business, and Visiting. A search bar is located in the top right. On the left, a sidebar menu has 'Log In' highlighted with a red box. The main content area is titled 'Community Partnerships Funding Opportunities - Log In' and contains a login form with fields for 'Email Address' (containing 'Jsmith@broward.org') and 'Password' (masked with dots), and a 'Logon' button.

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

Result: Your agency information appears in the profile screen.



The screenshot shows the 'Community Partnerships Funding Opportunities - Profile' page. The navigation menu is the same as in the previous screenshot. The sidebar menu has 'Register New User / Update Profile' highlighted with a red box. The main content area is titled 'Community Partnerships Funding Opportunities - Profile' and contains a profile form. The form includes a note that 'Fields in bold are required.' and fields for 'Email Address' (gmoreau@broward.org), 'Update Password', 'Confirm Password', 'Name' (111111 and Moreau), 'Agency' (ETS), 'Phone' (954-555-5555), 'Fax', 'Address Line 1' (1 University Dr), 'Address Line 2', 'City/State/ZIP' (11111, FL, 33324), and 'Federal Tax ID Number'. There are also checkboxes for 'Share my information' and 'Select the Categories your agency would like to partner in:' with options for Children's Services, Homeless Initiative Partnership, Healthcare Services, and Ryan White Services. A 'Save' button is at the bottom.

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.

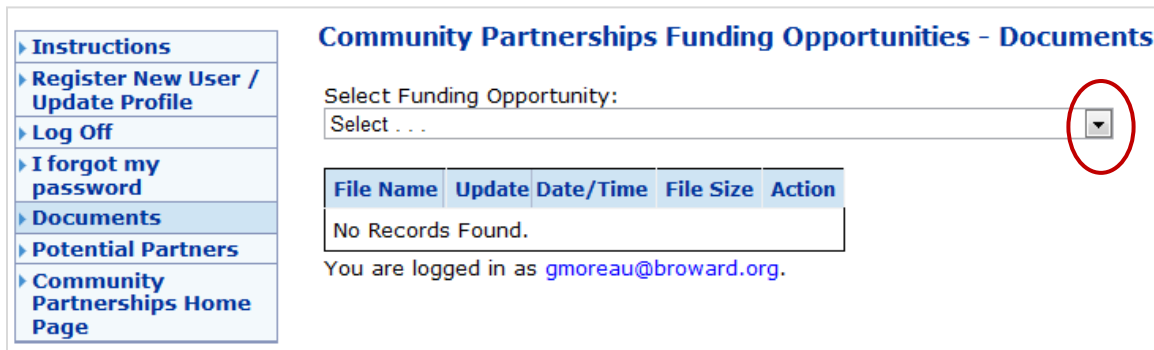
Instructions to Download Solicitations and Solicitation-Related Information

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

Select Funding Opportunity:

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:

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**.

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- ▶ [I forgot my password](#)
- ▶ [Documents](#)
- ▶ [Potential Partners](#)
- ▶ [Community Partnerships Home Page](#)

Community Partnerships Funding Opportunities - Potential Partners

Include these categories:

Children's Services

Homeless Initiative Partnership

Healthcare Services

Ryan White Services

Agency	Contact Info	Address
Acme Anvil Alliance	Bugs Bunny	1 North University Drive
Children's Services	954-555-1212	Suite 4003A
	BugsBunny@broward.org	Plantation, FL 33324-2019
Bad Spellers of America Untied	Barry G Roby	1 North University Drive
Children's Services	954-555-0000	Suite 4003A
Children's Services	baroby@appdev.cty	Plantation, FL 33324-2038

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.