

GOAPPLY USER GUIDE

INTRODUCTION

The AES Ohio Foundation is using an online application system called GOapply to accept grant applications. The following guide will take you through the process of creating an account, starting and submitting an application, and navigating the portal.

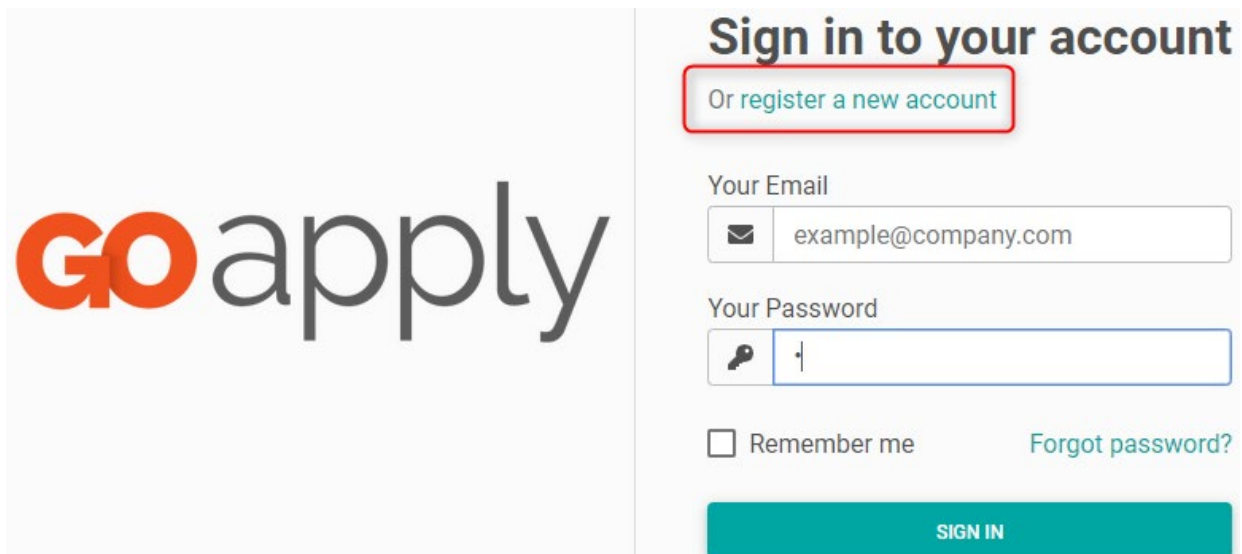
Access the grant portal here:

<https://goapply2.akoyago.com/aesohiofoundation>

CREATE AN ACCOUNT

If this is your first time using GOapply, you will need to *create an account* for your non-profit organization.

If you are awarded a grant, you will use this portal to complete the following requirements: 1) Grant Agreement, 2) Final Report, 3) Impact Thank You Video and 4) Upload Three High-Resolution Photos.

A screenshot of the GOapply user interface. On the left is the 'GOapply' logo, with 'GO' in orange and 'apply' in grey. On the right is a sign-in form titled 'Sign in to your account'. Below the title is a link 'Or register a new account' highlighted with a red box. The form includes fields for 'Your Email' (containing 'example@company.com') and 'Your Password' (containing a single character). There is a 'Remember me' checkbox and a 'Forgot password?' link. At the bottom is a teal 'SIGN IN' button.

GOapply

Sign in to your account

[Or register a new account](#)

Your Email

Your Password

☐ Remember me [Forgot password?](#)

SIGN IN

You'll be asked to register as an *Individual* or an *Organization*. Choose **Organization**.

Register as:

INDIVIDUAL

ORGANIZATION

GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant.

Complete the form with your information. The email address you enter will be what you use to log in. *Your password must be 10 characters or longer.* Click Register. Upon successful processing of your registration, a confirmation will be displayed on the screen.



Registration completed successfully

Please check your inbox for the email verification to continue

RETURN TO LOGIN

REGISTERING AS AN ORGANIZATION

Click "Register a new account" on the login screen and select Organization.

Depending on the Country selected, you will be prompted to enter a Tax ID/EIN (US) or a Business Number (CAN.)



Search for your Organization

Choose your region:

United States

Canada

Search by Charity Employer Identification Number (EIN)

Every charity has its own unique federal employer identification number (EIN), which it obtains by applying to the IRS. An EIN is typically a nine-digit number, shown like 12-3456789. A few charities have EINs with eight or fewer digits (normally shown with a leading zero like 01-2345678).

[US IRS Tax Exempt Organization Search Tool](#)

EIN / Tax ID

[Skip, manually enter](#)

Search

Tax ID Search

Enter your Tax ID/EIN, then Search. If you do not know your Tax ID, click on the [US IRS Tax Exempt Organization Search](#) Tool to find it.

After inputting your Tax ID, GOapply will search for your organization. If your organization is correctly displayed, click Select. If not, you can choose to Search Again. (Clicking "Skip" will bring you to the Manual Entry option.)



Organizations matching: 37-1235999

[Search again](#) [Skip, manually enter](#)

American Association of University Women



Argenta, IL 62521



This organization is a 501(c)(4) Public Charity

Select

The next page will be your Organization Profile. **Please note, it's important to review the information on your Organization Profile before you start the grant application, to ensure it is up to date. Once you start the grant application, the information will autofill and can't be changed. If you make changes to your profile after you start the application, the updated information will not autofill.** The **Primary Contact** on the Organization Profile should be your **CEO or highest person in the org.**, not the person completing the grant application.

The email address you enter will be used to log in. Click Register.

Your registration is automatically approved. You will receive an automated email confirming you have access to GOapply. Once you receive that email, you will go back to your browser and click "Return to Login" and use your email and password.

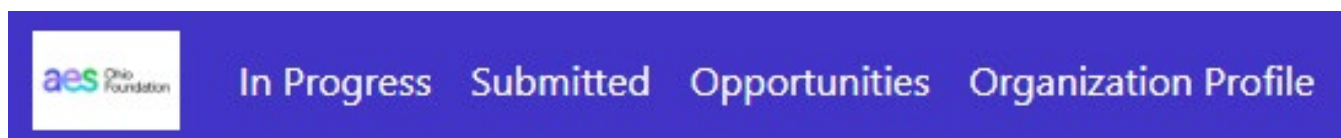
PASSWORD ASSISTANCE

If you forgot your password, click **Forgot Password** from the log in screen and follow the steps to reset.

You can also reset your password at any time by clicking on the dropdown next to your name in the top right and go to User Settings.

DASHBOARDS

Once you are approved and logged into GOapply, this is the toolbar at the top of the page:



Submissions

The Submissions dashboard shows which applications you have *in progress* and allows you to view your previously submitted applications starting in 2025.

- **In Progress:** Click In Progress to continue working on the application

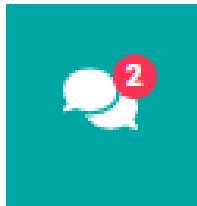
- **Submitted:** *This function will be available after the 2025 grant cycle.* Click View to access your submitted application or download the submitted application in PDF by clicking the download button on the right.

Opportunities

The Opportunities Dashboard shows the application available to you. Click View to see details about the application. Click Apply to start the application.

Organization Profile: This is where you can view or edit information about your organization information.

Messages: If AES Ohio Foundation sends you a message through GOapply, a red number will appear in the message bubble in the purple banner on the top right corner of the screen. Click there to view your messages.



APPLICATIONS

To begin, choose the grant application from your Opportunities dashboard. Click *View*, then *Apply Here* from the application home page. You also have the opportunity to print a blank application to review for planning purposes.

Starting an application

There are 5 phases for the grantmaking process:

- 1) Application
- 2) Grant Agreement
- 3) High Resolution Photo Upload
- 4) Final Report
- 5) Impact Thank You Video Upload.

On the application homepage, you can find the due date, summary, brief description, and the contact for that application.

(If you need assistance with the application, please reach out to Vivian O'Connell.)

Click *Apply Here* and you will be asked to confirm that your Organization Profile information is correct. A pop-up window will ask you to verify or edit if needed. If anything is missing or inaccurate, click I Need to Fix, edit information, and click Submit Changes.

Confirm your organization information

Is this correct?

A Better Way Services Inc.
Tax ID : 35-0868081

 2669 Pheasant Run
Decatur, IL 62521

 [REDACTED]

 6127676710

EVERYTHING LOOKS FINEI NEED TO FIX

SUBMIT CHANGES

BACK TO APPLICATION

After your changes are saved, click “Back to Application” to continue the application.

On each page of the application, you can choose to Save a Draft which will appear in your In-Progress dashboard. The best practice is to click the Save button in the bottom left corner of the page periodically to ensure that your work is saved.

When you’re finished completing the application, click *Submit*.

If you access an application from your Opportunities dashboard and see the message below, it means you either already submitted or have a Draft submission of the application, which can be finished from the In-Progress dashboard.



There are previous submissions or drafts for this application. **See submissions**

Submitted

You can view all your submitted phases in your Submissions dashboard – Application, Grant Agreement, Final Report and Required Uploads. *Changes to an application cannot be made after submitting the application.*

If you have any questions, please contact Vivian O’Connell at vivian.oconnell@aes.com.