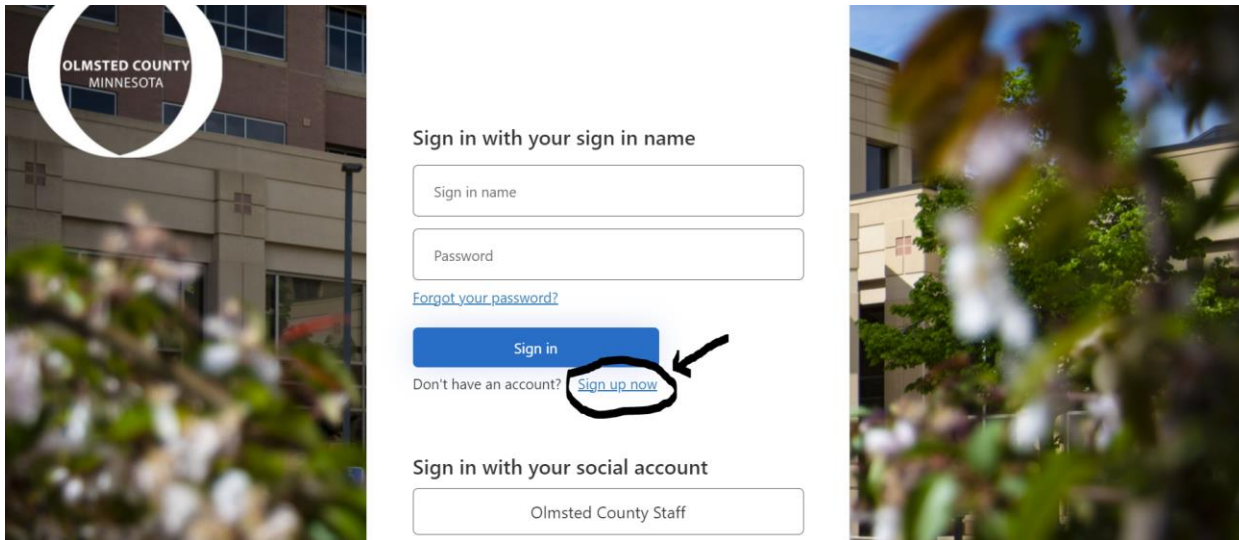


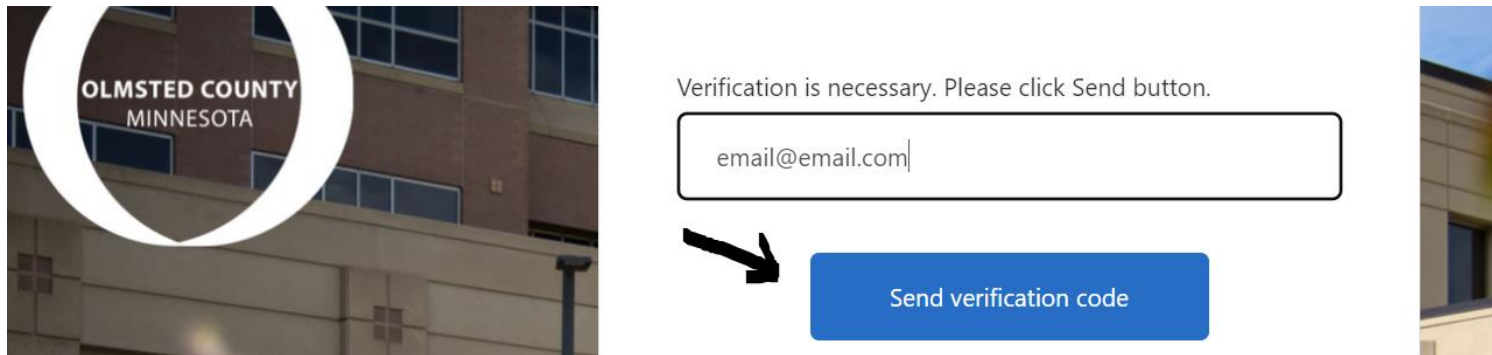
## How to Create an Account for the SHIP Application

You only need to create an account one time.

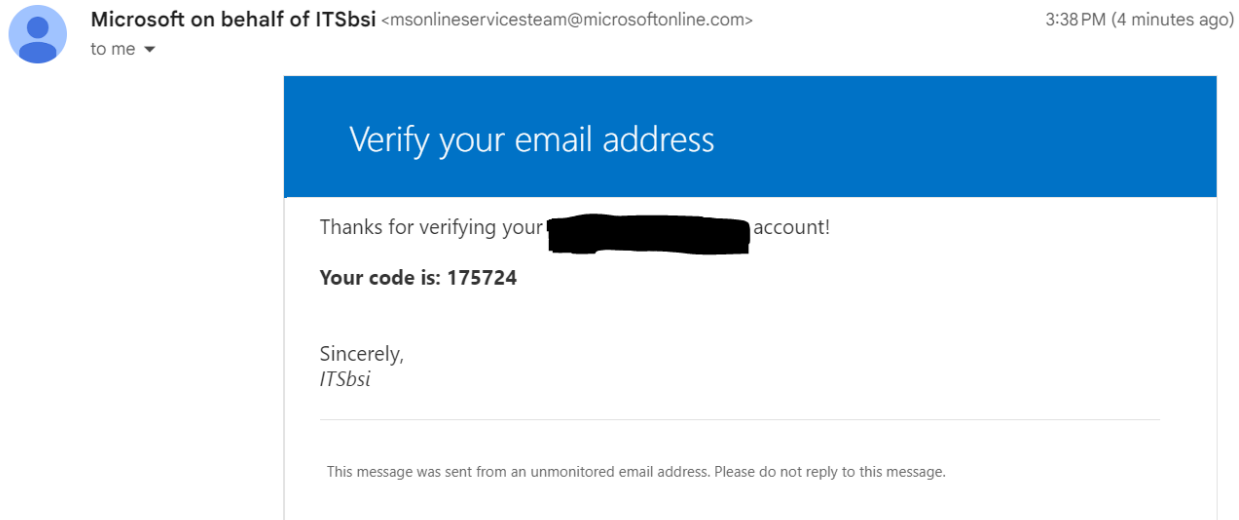
1. Click on the application link.
2. The homepage should look like this (see image below). New applicants must create an account. Click on the “Sign up now” link circled below.



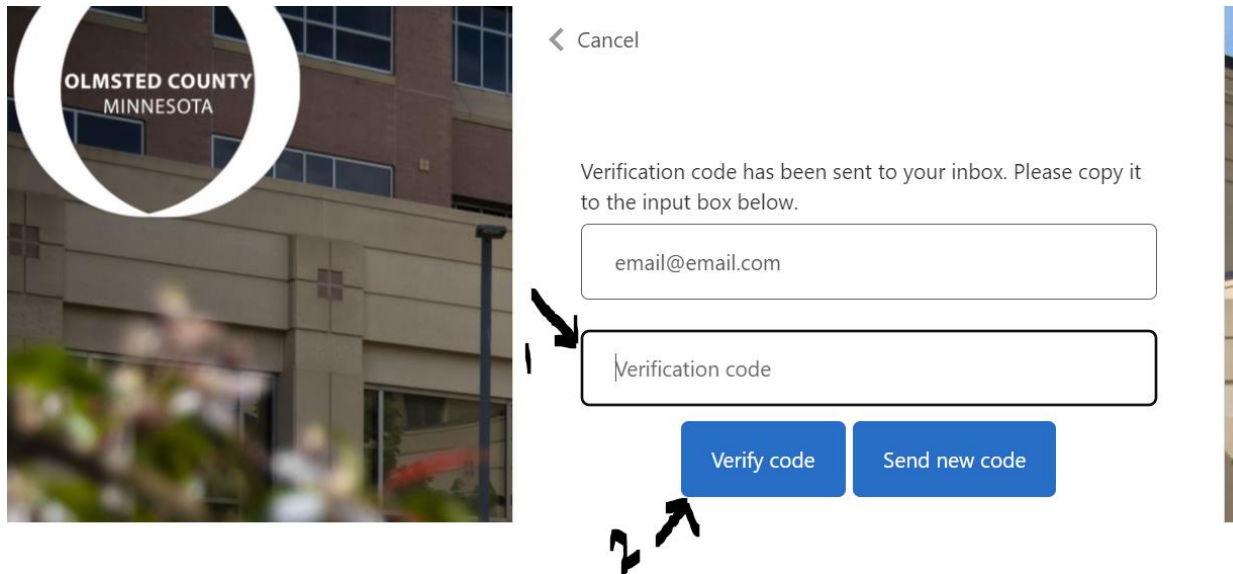
3. Fill out the prompts.
  - a. Email address
    - i. Once you type in your email address hit the blue “Send verification code”.



ii. Go to your email inbox. Check for the verification code. It will look something like this:



iii. 1) Type in the verification code from **your email** to the SHIP application page. Do not type the code that is listed in this example picture above.  
2) Hit "Verify code".



iv. You should receive this message after you verify code:

E-mail address verified. You can now continue.

b. New password

i. Type in a new password. It must be at least 8 characters.

OLMSTED COUNTY  
MINNESOTA

E-mail address verified. You can now continue.

[Redacted email address]

Change e-mail

New Password

Confirm New Password

Display Name

Given Name

Surname

- c. Confirm your password by re-typing your new password.
- d. Display name is what you would like your display name to be on the dashboard. Generally, most people choose their first name.
- e. Given name is your first name.
- f. Surname is your last name or family name.
- g. Hit the “Continue” button.
- h. You will be taken to the organization and contact information screen.
  
- i. Fill out the organization information. We used Olmsted County Public Health as an example below.

## Organization Information

**Organization Name**

Olmsted County Public Health

**Organization Address**

2100 Campus Dr SE STE 100

**Organization City**

Rochester

**Organization State**

Minnesota

**Organization Zip Code**

55904

- j. Fill out the contact information. We used one of our SHIP staff as an example below.

## Contact Information

**Primary Contact Name**

PH Moua

**Primary Contact Title**

Community Health Specialist

**Primary Contact Phone Number**

507 328-7500

**Primary Contact Email**

OlmstedSHIP@gmail.com

Back

 Save

- k. Hit "Save".

- l. Once you hit save, you will be taken to the application homepage.



## Olmsted SHIP Grants

Home

### 2023-2024 Olmsted County SHIP Community Partner Funding Award Application

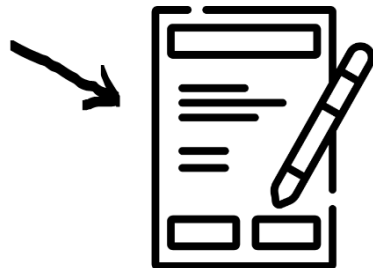
Thank you for your interest in applying for a SHIP Community Partner Funding Award.

Please read the SHIP Community Partner Funding Award application information and unallowable use of funding documents before completing your application. This information can be found on [Olmsted County Public Health SHIP website](#).

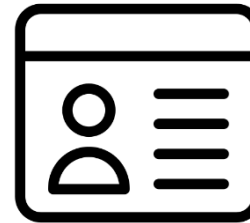
Although you do not need to complete all questions at the same time, all questions must be answered to be considered a complete application.

m. To start your application, click on the image below “Start or view your application.”

Start or view your application



Update your contact information.



If you have any questions on how to apply for a SHIP grant, or how the application process works, please email us at [olmstedship@olmstedcounty.gov](mailto:olmstedship@olmstedcounty.gov)

### How to Log in to the SHIP Application

Once you have an account created, you can log in to go back to your application.

1. Click on the application link.
2. The homepage should look like this (see image below). To sign in, enter the email and password you created when you created your account.



### Sign in with your sign in name

Sign in name

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

### Sign in with your social account

Olmsted County Staff

3. Click on "Sign in".

4. Once you log in, the webpage should take you to the SHIP Application homepage.



## Olmsted SHIP Grants

Home

### 2023-2024 Olmsted County SHIP Community Partner Funding Award Application

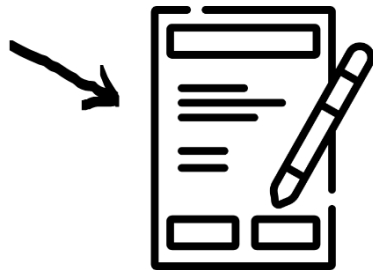
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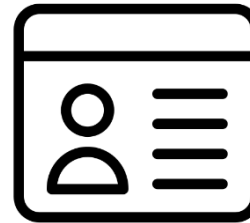
Although you do not need to complete all questions at the same time, all questions must be answered to be considered a complete application.

5. To start or continue working on your application, click on the image below “Start or view your application.”

Start or view your application



Update your contact information.



If you have any questions on how to apply for a SHIP grant, or how the application process works, please email us at [olmstedship@olmstedcounty.gov](mailto:olmstedship@olmstedcounty.gov)