# **Applicant Portal Registration**

Note

Smile Train has recently migrated to a new online application and grant reporting system

Upon completion of this registration process you will be able to access the Portal, where you can submit and review applications, provide wire transfer information, complete reporting requirements, and perform contact updates.

Link to Smile Train Portal at https://smiletrain.force.com/grantee/

## **Smile Train Portal Registration**

If this is your first time accessing the Portal, be sure to **activate your registration** prior to trying to access an application.

**Smile**Train

You should have received an email with instructions on how to activate your registration and create a password.

#### Click link in email

Sandbox: Welcome to the Smile Train Grant Portal - ACTION NEEDED - Please Activate Your Account By Creating a Password lintex *					
Grantee Community support@foundationconne to me *	ect.org via flvusnqra52hhe.q-dx5seac.cs21.bnc.sandbox.salesforce.com	9:09 AM (7 minutes ago)	☆		
	Di				
[	Dear Sample:				
	Welcome to the Smile Train Grant Portal. To activate your registration, please use the link and username below to create your password.				
Z Z	https://partial-smiletrain.cs21.force.com/grantee/login?c= AM21.9.JaY8F.JVEOninzTdMtt6KfgYU12_afFG9UiDy2n4KlNkggIXyRcbIZ_ yub29PdPprg_ZMguxsLnAUUSAPZyOM2bPWIHma2lg6WidJqdCun80RobJ_ PNy9mHxtCyM8L8nofobrUSZrc5ezjyi66HTpTSV7vBwK3OetU93mQaDzAvp8 ZvzeColz8tuwZSeJmvgMWSr77xXKV0A0dAgADewL_saA%3D2%3D				
(	Please note, after your initial login, you only need your username to login (sample.contact). Please do not include the domain name (@smiletrain.force.com) on subsequent logins. Thank you.				
5	Smile Train Team				

		SmileTrain	
Enter a password you will remember and please keep a record of it.		Change Your Password	
	Change Your Password	Enter a new password for sample.contact@smiletrain.force.com. Make sure to include at least:	
Click Change Password	Notward in Keyn     Control of Marketers     I letter     I number     New Password	<ul> <li>8 characters</li> <li>1 letter</li> <li>1 number</li> </ul>	
	Confirm New Password	* New Password	
	Change Password Password on J/11/2020 12:12 PM.	* Confirm New Password	
		Change Password	



- For next steps on submitting a New Application, See the New Application Guide
- For information on how to Submit a Wire Transfer Form see Submit Wire Transfer Form Guide
- For information on how to submit a report or requirement due see **Submitting Report Guide**
- For information on how to submit a New Treatment Center or Practitioner see **Submitting New Treatment Center Guide**

You will be taken to the Applicant Portal.

SmileTrain					Rosala Tobeli	Ð
shocard Profile						_
come to the Smile Tasis Fu	nding Portal! Here is how to navigate:					
or the left						
	on, and submitted funding applications. Interactive information at https://www.smilistrain.org/partner-who-hamilie-payments nd submit Final Reports.					
ar har						
further notice fill out wire	transfer information at https://www.umilation.org/partner.wise.transfer.payments. An officer of it	re Applying or separate Payee Organization (if ap	plicable) must III out this form.			
	ization. Contact, and Payments information, and, for funding already in progress, to submit addit	onal Treatment Center locations and Practitione	en for approval.			
tort grants@swiletuit.org	for additional assistance.					
Reports	Requests					
Grantee Reports	Open Items Cosed Items					
Country Reports				Search		
Lander Reports	Bequest Name	Disposition	Docket	Search Disposition Date	Amount	
	Request Name V 0291294 - Smile - Smile - Gant	Disposition Approved	Docket Smile Grant Application		Amount 52,501	*
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	✓ 0291294 - Smile > Smile - Grant	Approved	Smile Grant Application	Disposition Data 1/26/2031	\$2,501	
	✓ 0331394 - Smile + Smile - Gant     ✓ 0331325 - Research - Areast	Approved Approved	Smile Grant Application Research Grant Application	Disposition Data 5/26/2025 2/9/2023	\$2,501	*

# **Navigating the Smile Train Portal**

### **Main Dashboard**

**Smile**Train

The main dashboard in the portal is designed to allow you to easily access your applications, active grants and reporting requirements.

				Sample Contact -
Dashboard Profile				
Welcome to the Smile Train Funding Po	ortal! Here is how to navigate:			
Tabs on the left:				Sample Contact -
Requests: Find invited, in-progress, and s Until further notice fill out wire transfer Grantee Reports: See, fill out, and submi	information at https://www.smiletrain.org/partner-wire-transfer-payments			Logout
Tabs on top:				
	information at https://www.smiletrain.org/partner-wire-transfer-payments. An officer of the A Contact, and Payments information, and, for funding already in progress, to submit additiona		but this form.	
Contact grants@smiletrain.org for additi	onal assistance.			
Requests	Requests			
Grantee Reports	Open Items Closed Items			
Giantee Reports				Search
	Request Name	Disposition	Docket	Disposition Date Amount
	V 0191194 - Smile > Smile - Grant	Approved	Smile Grant Application	1/26/2021 \$2,501 💌
	V 0191325 - Research > Research - Grant	Approved	Research Grant Application	2/8/2021 \$500 💌
	0191324 - Research > Research - Grant	Pending	Research Grant Application	2/8/2021
	V 0190533 - Surgical > Surgical Partnership - Surgical Contract	Approved	Surgical Partnership Application	10/20/2020 S9 <sup>View</sup>
	✓ 0191201 - Smile > Smile - Grant	Approved	Smile Grant Application	1/20/2021 S50

### **Top Navigation Bar**

Grantee Dashboard can used at any time to return to the main dashboard view.

**Profile** will allow you to view and update your organization and personal contact details as needed. You may also add new Treatment Center and Practitioners under your profile.

#### Requests

The **Open Items** tab is where you can locate all applications in process and active grants. The **Closed Items** tab will include previously awarded grants for which reporting requirements have been met and the end date has passed.

You can view the status of your request in the **Disposition** column. **Pending or Invited** applications will have both the **Edit and View** option available (click on the ▼ icon). Once an application has ben submitted to Smile Train for review, or been approved, you will only be able to view the application details unless edits are requested.