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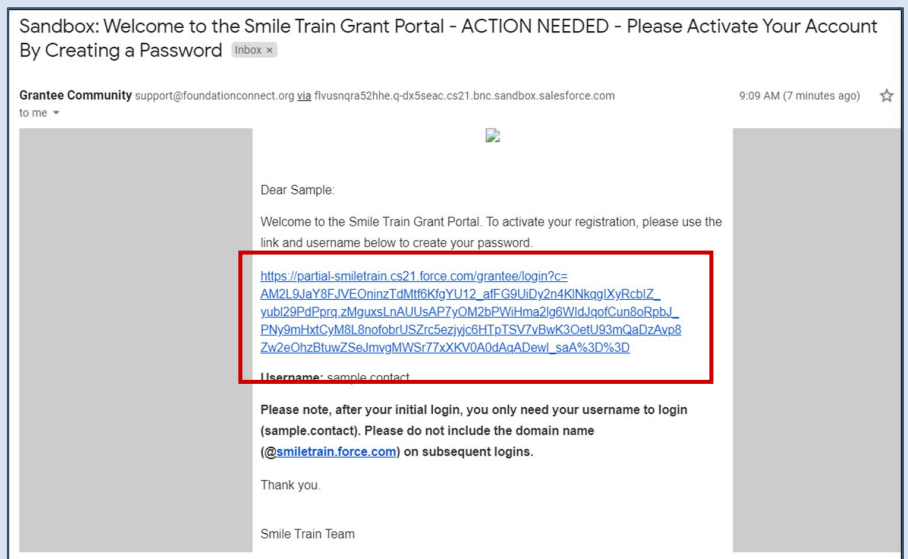
*Link to Smile Train **Portal** at **https://smiletrain.force.com/grantee/***

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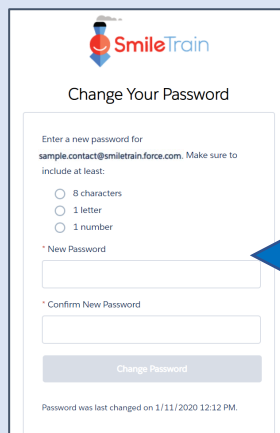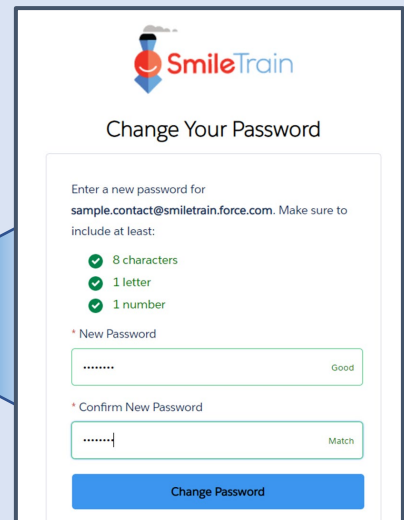
You should have received an email with instructions on how to activate your registration and create a password.

Click link in email

Enter a password you will remember and please keep a record of it.

Click **Change Password**

Applicant Portal Registration

- 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**
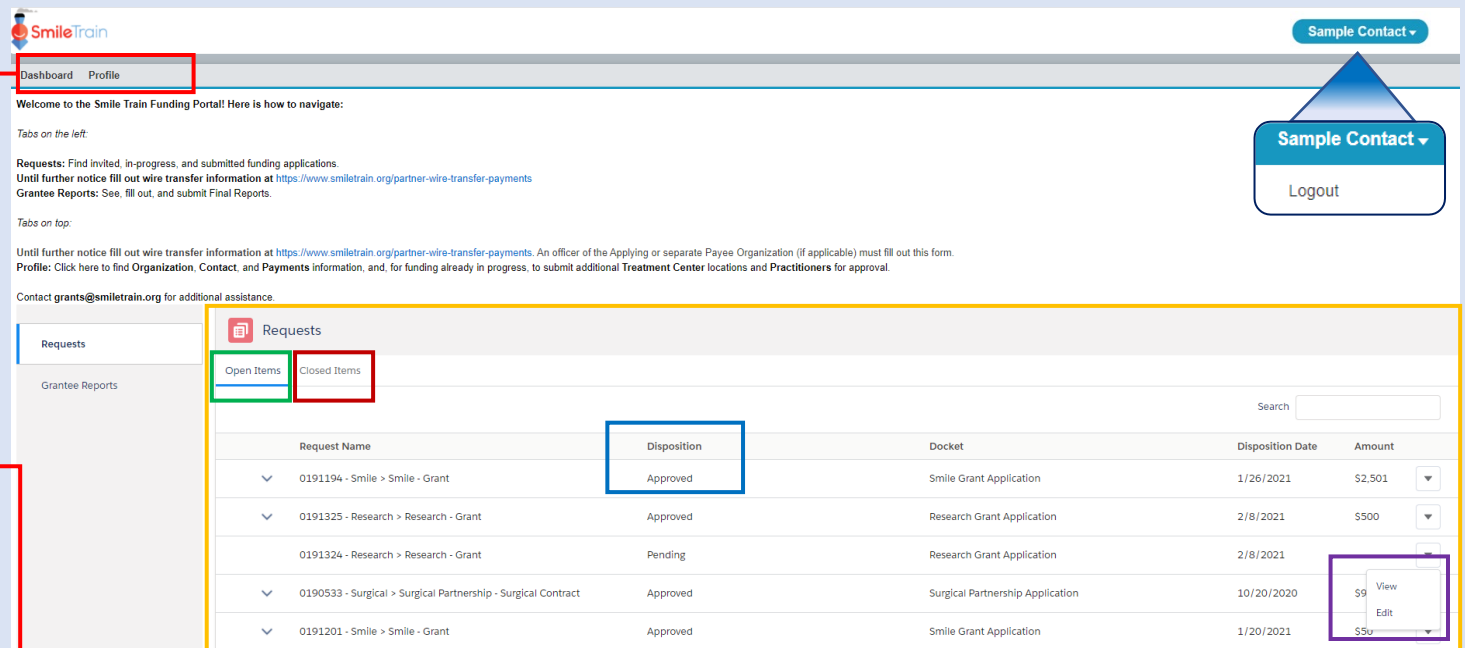
You will be taken to the Applicant Portal.
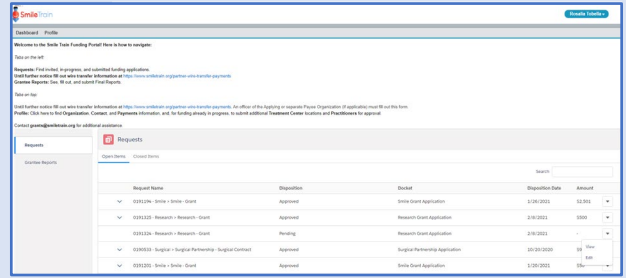
Navigating the Smile Train Portal

Main Dashboard

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

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.