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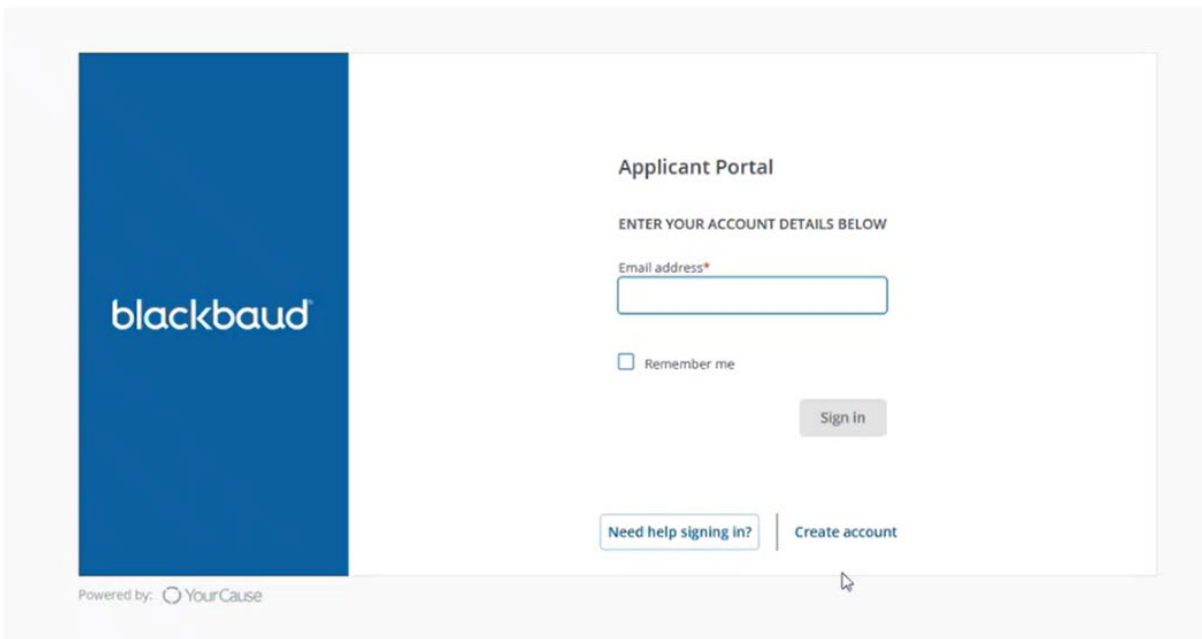
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**ACCESSING NKF AZ ONLINE APPLICATIONS**

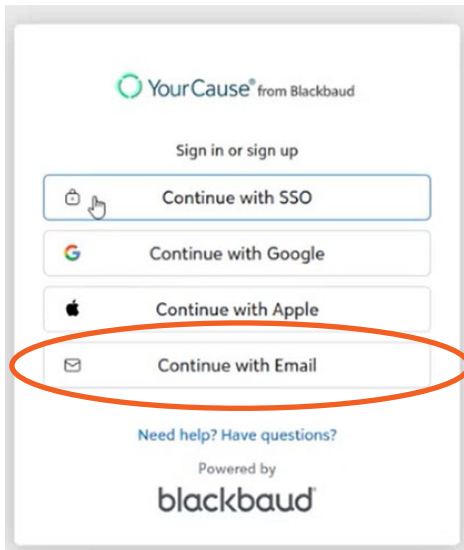
**FIRST-TIME USERS**

- From the Patient Assistance Programs web page (<https://azkidney.org/patient-assistance-programs>), click the link to the type of application you would like to fill out (program links are at the bottom of the page).



- On the page for that program, click the link to start a new application. This will take you to the **Applicant Portal** page.
- To create your account, click **Create Account**, which is located below the **Sign In** field.

- On the next screen, there are a few different options to sign in or sign up. Select **Continue with Email**



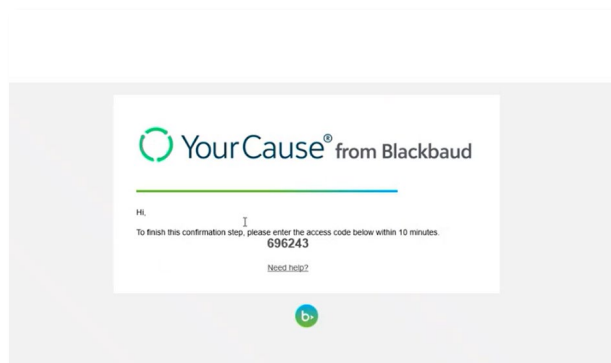
- Note: if you sign up using personal Gmail or other personal account, NKF AZ will reject all applications that come from that account. You must register using your work email.
- You will be prompted to enter your email address on the next screen. Then click **Continue**.

A screenshot of the 'YourCause' email entry screen. The header shows the 'YourCause' logo and 'from Blackbaud'. Below the header, it says 'Sign in or sign up'. It prompts the user to 'Enter your email address.' with a text input field labeled 'Email address \*'. Below the input field is a checkbox labeled 'Remember my email'. A dark blue 'Continue' button is below the checkbox. Below the button, it says 'or' and then three buttons: 'Continue with SSO' (with a person icon), 'Continue with Google' (with the Google logo), and 'Continue with Apple' (with the Apple logo). At the bottom, it says 'Need help? Have questions?' and 'Powered by blackbaud'.

- In order to create your account, the system will ask to send a confirmation code to your email. Click **Send confirmation code**.

A screenshot of the 'YourCause' sign-up confirmation screen. The header shows the 'YourCause' logo and 'from Blackbaud'. Below the header, it says 'Sign up'. It prompts the user to 'Confirmation of your email address is necessary to create an account.' with a text input field. Below the input field is a dark blue button labeled 'Send confirmation code'. Below the button, it says 'Back to sign in'. At the bottom, it says 'By continuing to sign up, you are agreeing to the Blackbaud, Inc. Terms of Use and Privacy Policy.' and 'Need help? Have questions?' and 'Powered by blackbaud'.

- Open your email and check for the message from Blackbaud with the subject line **Verify your email address**.
  - When you open the email, you will see the confirmation code.



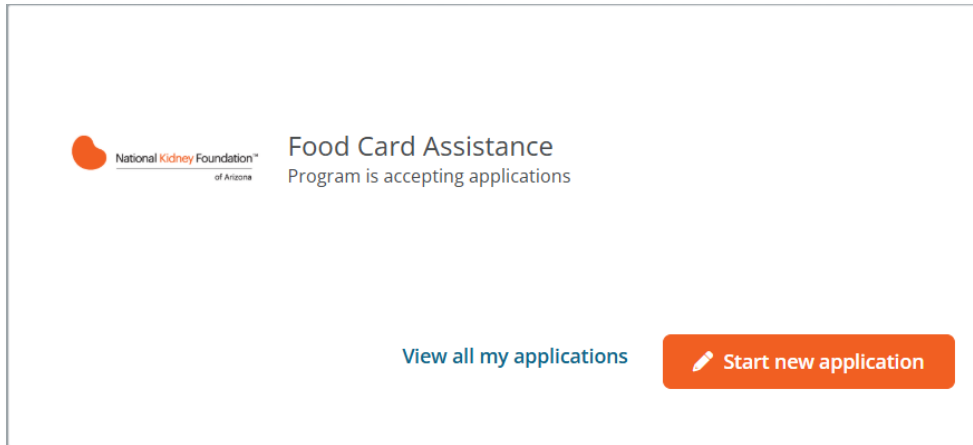
- Enter the code from your email in the **Confirmation code** field on the **Sign up** screen and click **Confirm**.
- On the next **Sign up** screen, you will create and confirm your password according to the password rules listed on the page and enter your first and last name to create your account. Click **Sign up** to finish setting up your account.
  - You will be directed to the **My Applications** page. Because you've just set up your account, there will not be any applications listed on this page.
    - This is the page you will visit later to access any applications you have drafted as well as those you previously submitted.
- Go back to the Patient Assistance Programs web page (<https://azkidney.org/patient-assistance-programs>), click the link to the type of application you would like to fill out (program links are at the bottom of the page).
- On the page for that program, click the link to start a new application and click **Start new application** to log in to your account to begin the application.
- For the first application you submit, you will need to choose the organization for the application. On the **Select Your Organization** screen type **National Kidney Foundation of Arizona** in the **Search by name or Registration ID** field. In the dropdown, choose **United States**.

- Be sure you see the same information as displayed above for National Kidney Foundation on Coronado Road in Phoenix, AZ. Click **Select**.

- Note: You will only need to search for National Kidney Foundation of Arizona the first time you submit an application. After that, it will appear as an option to choose for all future applications
- Follow the application prompts to complete and submit the application.

## RETURNING USERS

- From the Patient Assistance Programs web page (<https://azkidney.org/patient-assistance-programs>), click the link to the type of application you would like to fill out (program links are at the bottom of the page).
- On the page for that program, click the link to start a new application. The Food card assistance



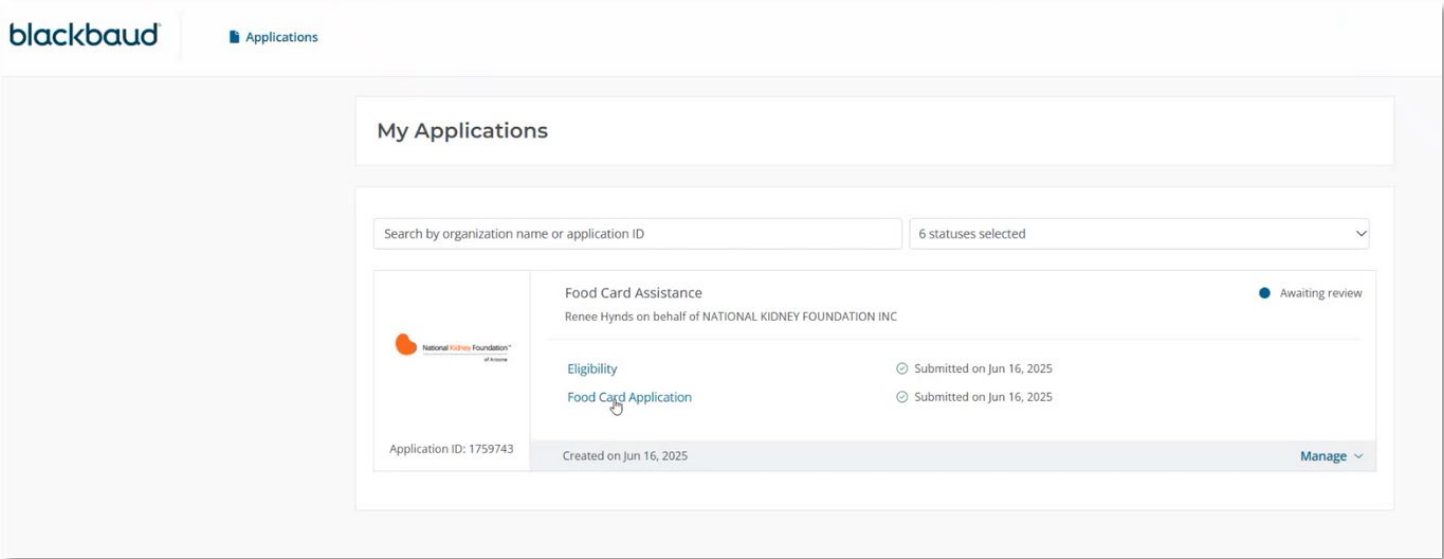
program page is used in the example below.

- From this page, you can either **Start a new application** or you can go to your **My applications** account page by clicking **View all my applications**.
- After clicking **Start a new application** you will be prompted to **Select Your Organization**. If you set up your account correctly the first time, you should see the same image as below.

- If this is not the organization you see available, please see the instructions under [First Time User](#).
- If this is the organization you see available, you can click **Select** and proceed to the application.

MANAGING YOUR APPLICATIONS IN THE APPLICANT PORTAL

- You can access your **My Applications** page via <https://bbgm-apply.yourcausegrants.com/apply/applications>
  - Be sure to bookmark this page for easier access.
  - This page shows all your applications that have been submitted as well as those you’ve started but have not yet submitted.



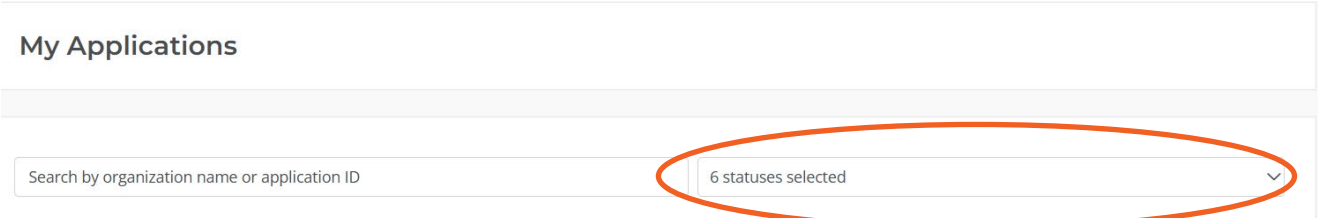
- In this first version of the **My Applications** portal, the patient name is not currently displayed.
  - We expect that this will be available in the future, but at the time we are required to launch the new applications without the ability to display the patient name.
- We strongly recommend you keep a log of the application ID and the patient name for quick reference. Otherwise, you will have to open each application until you find the one you are seeking. A simple excel file set up as pictured below is one way you can keep a log of the application ID’s for each patient.

A	B	C	D
Patient Name	Application Type	Date Submitted	Application ID
John Doe	Food Card	6/16/2025	1759743

- You will receive an email notification when you submit an application. The notifications include the name of the patient in the body of the email, which *may* make them searchable in your email. However, this may not be the fastest way.

APPLICATION STATUSES

- You can filter your applications to view them by status by clicking the status dropdown menu.



There are 7 application statuses you can filter by. The statuses are:

- **Draft:** an application you have started and have not yet submitted to NKF AZ
- **Awaiting Review:** an application you have submitted to NKF AZ which has not yet been reviewed by NKF AZ staff
- **In Progress:** the application is currently under review by NKF AZ staff
  - This is the last status that will appear in the **My Applications** portal. The status of the application will not change after it is approved or declined, as those statuses are not yet available in the current version of the platform.
- **Approved:** not available in the current version of the application platform.
- **Declined:** not available in the current version of the application platform.
- **Canceled:** an application you submitted to NKF AZ and later cancelled. For more information on how to cancel an application see the section [Cancelling an Application](#).
- **On hold:** not available in the current version of the application platform.

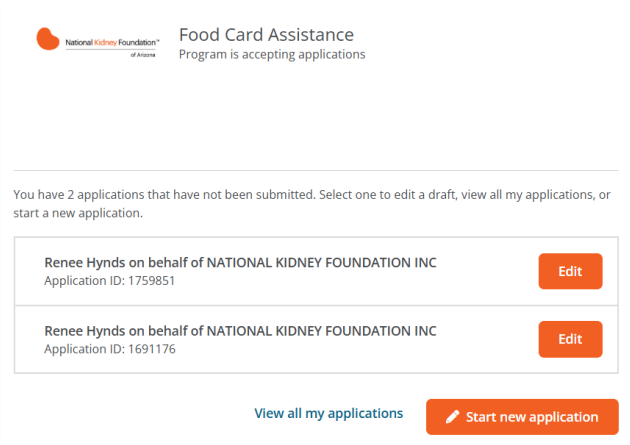
## DRAFT APPLICATIONS

- From your **My Applications** account page, set the status to **Draft** (see the [Application Statuses](#) section for details).
- Find the application by searching for the **Application ID**.
  - Remember, we strongly recommend that you keep a log of the application ID and the patient names for each application ID for easy reference.
- To open the draft applications, click on the application form name.

The screenshot displays the application portal interface. On the left is the National Kidney Foundation of Arizona logo. The main content area shows the application title 'Food Card Assistance' and the applicant 'Renee Hynds on behalf of NATIONAL KIDNEY FOUNDATION INC'. A status indicator in the top right corner shows a blue dot and the word 'Draft'. Below the title, there are two links: 'Eligibility' and 'Food Card Application', with the latter circled in orange. To the right of these links, it shows 'Submitted on Mar 31, 2025' with a green checkmark icon and 'Draft on Mar 31, 2025' with a blue document icon. At the bottom left, the 'Application ID: 1691176' is displayed. At the bottom center, it says 'Created on Mar 31, 2025'. At the bottom right, there is a 'Manage' button with a dropdown arrow.

- For some applications, there is an eligibility form/questionnaire. If you've completed the form and passed the eligibility questionnaire, you will not need to complete it again, unless the responses to the questions on that form have changed.
- Once you confirm you have opened the correct application, you can add any details or documents that were needed to finalize the application, then submit.

- NOTE: If you begin a new application, in this example for Food Card assistance, but you already have a draft application started, the system will provide the option to edit one of the drafts you began previously.
- If you start a new application without completing the draft, the number of drafts will continue to accumulate until you either log into your **My Applications** account page and [cancel them](#), or complete and submit them.



National Kidney Foundation of Arizona

Food Card Assistance  
Program is accepting applications

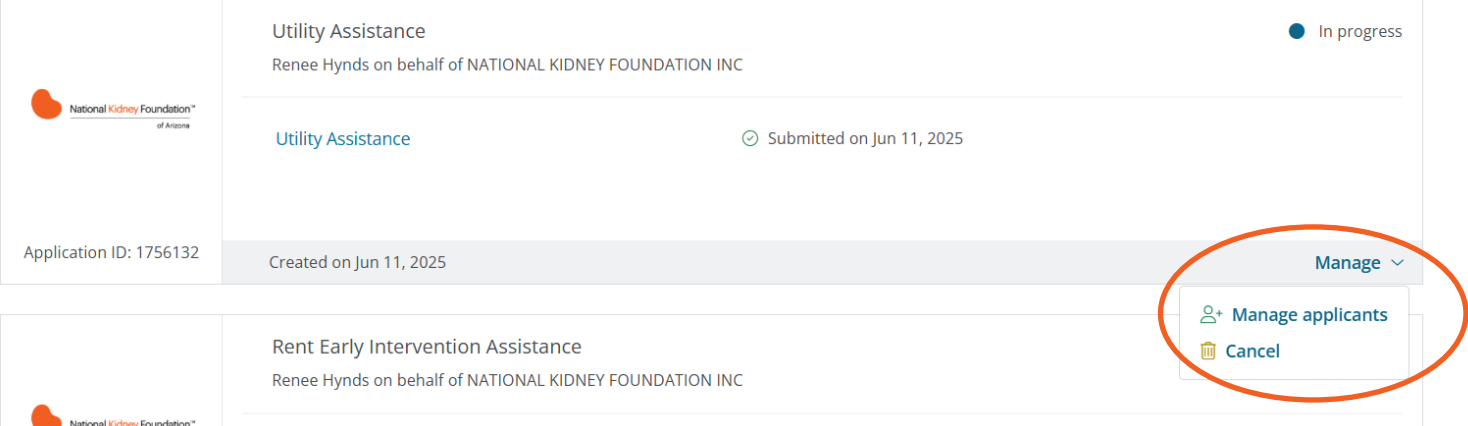
You have 2 applications that have not been submitted. Select one to edit a draft, view all my applications, or start a new application.

Renee Hynds on behalf of NATIONAL KIDNEY FOUNDATION INC Application ID: 1759851	Edit
Renee Hynds on behalf of NATIONAL KIDNEY FOUNDATION INC Application ID: 1691176	Edit

[View all my applications](#) [Start new application](#)

## CANCELLING AN APPLICATION

- To cancel an application, click the **Manage** dropdown, then click **Cancel**.



National Kidney Foundation of Arizona

Utility Assistance  
Renee Hynds on behalf of NATIONAL KIDNEY FOUNDATION INC

Utility Assistance Submitted on Jun 11, 2025

Application ID: 1756132 Created on Jun 11, 2025

Manage

Manage applicants  
Cancel

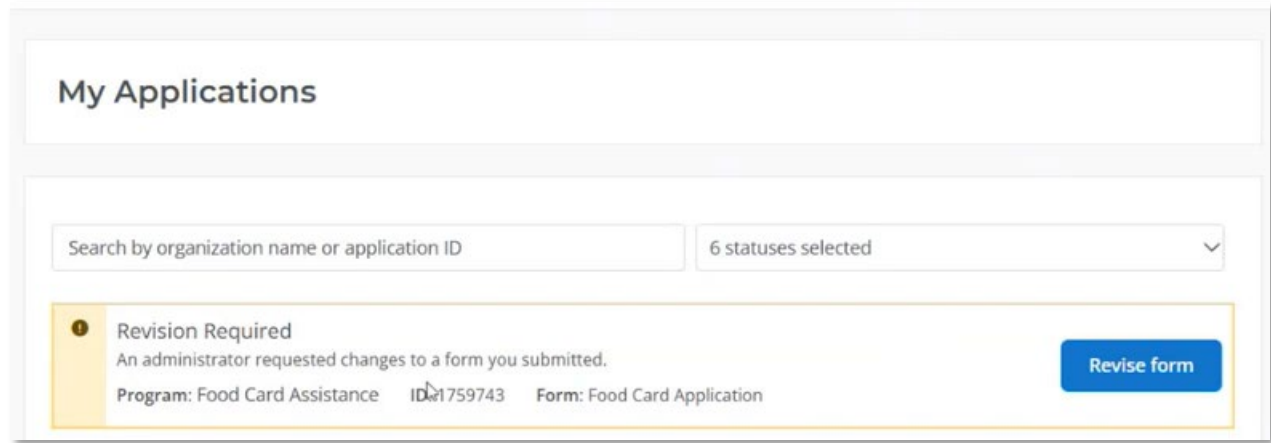
National Kidney Foundation of Arizona

Rent Early Intervention Assistance  
Renee Hynds on behalf of NATIONAL KIDNEY FOUNDATION INC

- You will be prompted to enter a reason for cancelling the application. Options include:
  - Change in circumstances
  - Duplicate application
  - Funding no longer required
  - No longer eligible for funding
  - Other
  - Project or program is cancelled or discontinued
- In the comment section, please add any details regarding the cancellation of the application.

## RESUBMISSION REQUIRED

- If an application lacks necessary information or supporting documentation it will be sent back to you for resubmission.
- You will receive an email notification that the application requires resubmission, and you will also see the notification at the top of your **My Application** account page. Click **Revise form** to open the application.



The screenshot shows the 'My Applications' page. At the top, there's a header 'My Applications'. Below it, there's a search bar with the placeholder text 'Search by organization name or application ID' and a dropdown menu showing '6 statuses selected'. A yellow notification banner is present, indicating a 'Revision Required'. The text in the banner says: 'Revision Required. An administrator requested changes to a form you submitted.' Below this, it specifies 'Program: Food Card Assistance', 'ID: 1759743', and 'Form: Food Card Application'. A blue button labeled 'Revise form' is located on the right side of the notification banner.

- At the top of the application, you will see a banner that explains the reason the application has been sent back for resubmission.
  - In the example below, the application was sent back because the financial statement was not signed. So, you would correct the issue, remove the original attached financial statement, and attach the signed financial statement to the application, and resubmit the application.



The screenshot shows the 'Food Card Application' page. At the top, there's a header 'Food Card Application'. Below it, there's a yellow notification banner indicating a 'Revision Requested'. The text in the banner says: 'Revision Requested. Financial statement not signed. Please sign the financial statement (both you and the patient) and resubmit.'



## **NEW APPLICANT REGISTRATION FORM REQUIREMENT**

- Commensurate with the launch of the new online applications, NKF AZ now requires all patients who are applying for our assistance for the first time to submit a completed and signed New Applicant Registration Form. The PDF form is available for download on the NKF AZ Patient Assistance Programs site.
  - The information collected in the New Applicant Registration Form helps to open funding opportunities through grants and helps us meet our reporting requirements to current funders.
- This form must be attached to the application and you must enter the patient-reported information in the online application form.
- If the patient is new in our system and they have not completed a New Applicant Registration form, the application will be sent back for revision.