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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 application you would like to fill out.
  - This will take you to the **Sign-in page** and you will have the option to create a new account.
  - To create your account, click **Create Account**, which is located below the **E-mail** field.

  - On the **New Applicant?** screen, enter your work email and the password you would like to use to access this account. Click **Continue**.

- NOTE: NKF AZ will only accept applications from work email accounts.

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

Continue

Return to login

- You will automatically be taken to the application you selected. Follow the online application instructions to complete and submit the application.

RETURNING USERS

- From the Patient Assistance Programs web page (https://azkidney.org/patient-assistance-programs), click the application you would like to fill out.
    - You will be taken to the **Sign-in page**. Enter your **E-mail** and **Password**, then click **Login** to access the application.

NATIONAL KIDNEY FOUNDATION®
of Arizona

Please Sign In

Welcome to the National Kidney Foundation of Arizona Applicant Portal

- First time applicants, click the "Create Account" link before entering email.
- If you have an account, please sign in using your E-mail Address and Password.

E-mail   Password

Create Account   Forgot Password?

Login

- Follow the online application instructions to complete and submit the application.
    - If you are unable to complete the application due to lack of information from the patient, an interruption, etc. you can click **Save & Finish Later** to save the application.
        - See instructions below regarding accessing saved applications.

ATTACHING A FILE TO THE APPLICATION

- Attaching files is a two-step process.

> If submitting patient financial information, please attach here.
> Click Browse or Choose file, locate the document on your computer, highlight, click Ok, then Upload
>
> [Choose File] No file chosen
> [Upload]

- Click the **Choose File** button. A popup will open to allow you to choose which file from your computer you would like to attach. Click the file, then click **Open**.
    - You will see the name of the file displayed next to the **Choose File** button. This is only showing you

> If submitting patient financial information, please attach here.
> Click Browse or Choose file, locate the document on your computer, highlight, click Ok, then Upload
>
> [Choose File] FINANCIAL S...ENG FY 23.pdf
> [Upload]

    which file you have selected. It is NOT attached yet.
- ***You must click the Upload button to attach the file.*** The file is attached when you see an orange bar (as below).

> If submitting patient financial information, please attach here.
> Click Browse or Choose file, locate the document on your computer, highlight, click Ok, then Upload
>
> | File Name | Uploaded | Size |
> |---|---|---|
> | [Remove] FINANCIAL STATEMENT ENG FY 23.pdf | 8/16/2023 | 33 KB |

- If this is not the correct file, click the **Remove** button and start the attachment process again for the correct file.

ACCESSING IN-PROGRESS AND SUBMITTED APPLICATIONS

- You can access your **My Account** page via https://www.GrantRequest.com/SID_6273?SA=AM
  - Be sure to bookmark this page for easier access.
- The default view will display **In Progress Applications** – those applications that have been saved and have not yet been submitted.

Applications

Welcome to your "Account Page". Here you can manage your Applications.

1. Select in progress or submitted in the "Show" drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the garbage can next to it.
5. You can also transfer and share forms using the icons

Show [In Progress Applications ▼]

☐ Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Car Repair Assistance	John Doe		20088	1/4/2023	Owner	👥 🖎 🗑 💬

- The patient name that populates to the account page under **Project Title** comes from the following field on each application:

* **Please enter patient full name in this field. This will allow you to see the applications you have submitted in the portal and which patients are linked with which applications.**

[John Doe]

- Be sure to complete this field with the patient's name to ensure that you can easily identify submitted and saved applications on your account page.

- To open the saved application to edit and/or complete it, click on the **Application Name**.

| Application Name	Project Title
Car Repair Assistance	John Doe
Medications Assistance	

Click here to continue filling out this application

- To delete an application that has been saved and is no longer needed, click the trash can icon on the far-right side, under **Action**.
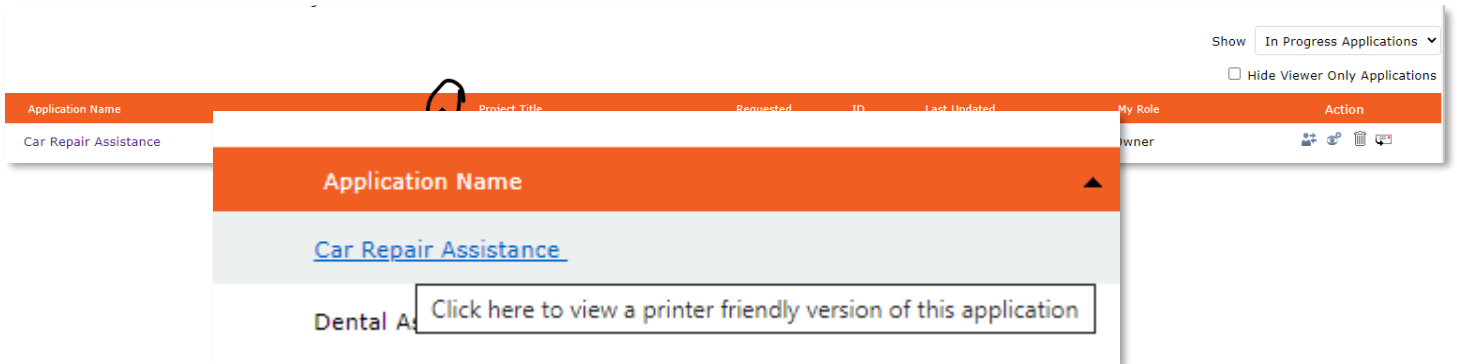
Show [In Progress Applications ▼]

☐ Hide Viewer Only Applications

Last Updated	My Role	Action
1/4/2023	Owner	👥 🖎 🗑 💬

- To view applications that were previously submitted, click the "**v**" shape to the right of **In Progress Applications** and select **Submitted Applications** from the dropdown menu.

Show   Submitted Applications ☑

In Progress Applications
Submitted Applications
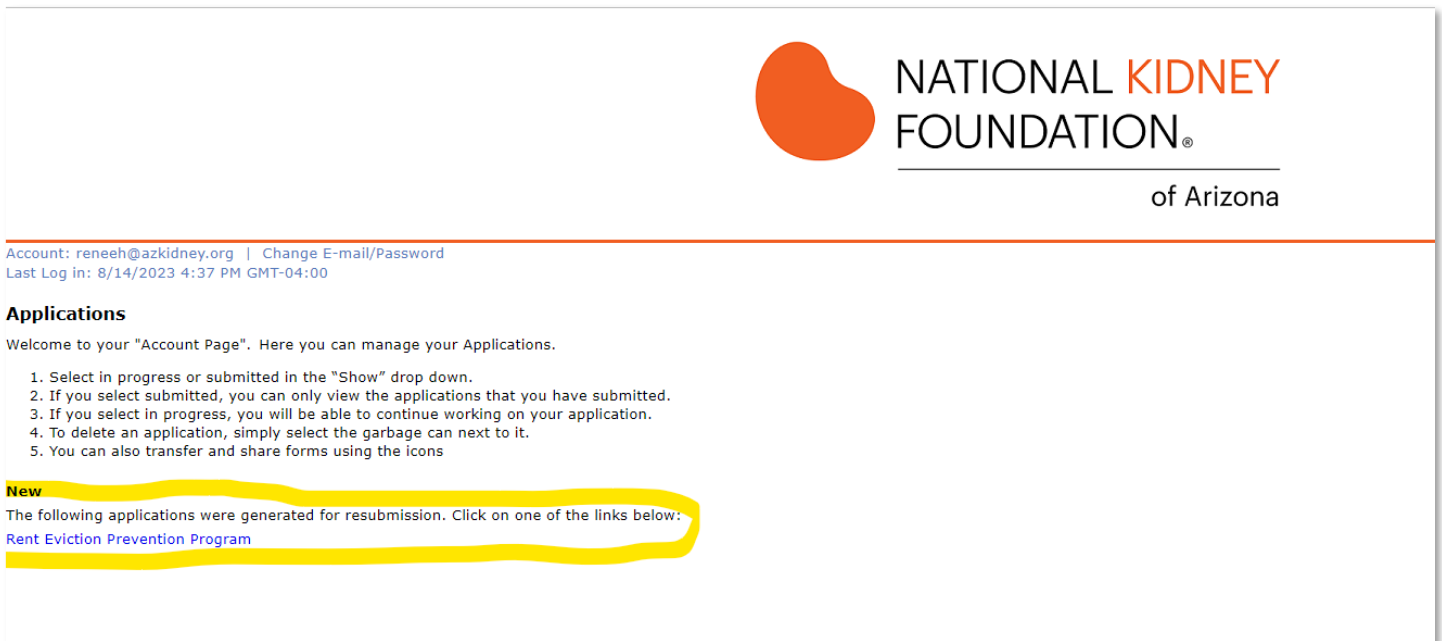
My Role   Action
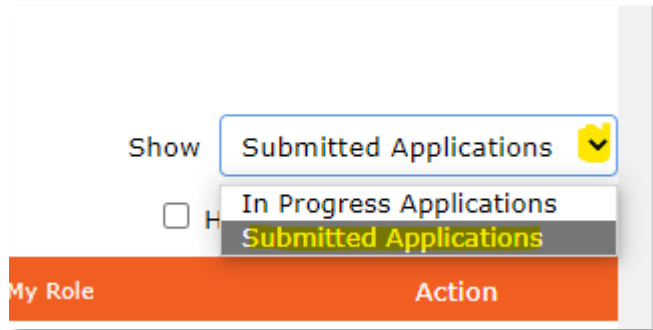
- You can use this view to check on the dates and patients for whom you have submitted applications. This is useful when you want to identify which patients need renewal.
- Each of the heading titles can be sorted by clicking the title. One click will sort A-Z (or high-low), a second click will sort the opposite direction (Z-A or low-high).
  - A small black arrow will appear to the right of the column you have sorted to indicate the direction.

Show In Progress Applications ⌄

☐ Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Car Repair Assistance					wner	

Application Name ▲

Car Repair Assistance

Click here to view a printer friendly version of this application

Dental A

  - To open a PDF view of the submitted application, hover over the **Application Name** and it will appear as blue and underlined. Click this to view the submitted application.

INCOMPLETE APPLICATION – RESUBMISSION REQUIRED

- If an application is lacking necessary information, it will be sent back to the user for resubmission.
- The person submitting the application will receive an email notification from the system with a link to the account page. The email will describe what is missing and needs to be added to the application.
    - The email will include a link that will take you to your account page, where you can view "in progress" applications.
- On your account page, you will see a message with links to applications that have been returned for resubmission. In the example below, the link goes to a Rent Eviction Prevention request that has be updated.

NATIONAL KIDNEY FOUNDATION®
of Arizona

Account: reneeh@azkidney.org | Change E-mail/Password
Last Log in: 8/14/2023 4:37 PM GMT-04:00

Applications

Welcome to your "Account Page". Here you can manage your Applications.

1. Select in progress or submitted in the "Show" drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the garbage can next to it.
5. You can also transfer and share forms using the icons

New

The following applications were generated for resubmission. Click on one of the links below:

Rent Eviction Prevention Program

- Please note, any previously attached items will need to be attached again when you resubmit.
- You will receive a confirmation email when the application is submitted.
- The updated, re-submitted application will have a new tracking number and will appear in your submitted applications with a two-way arrow icon.
    - In the example below, ID 21054 was the original application submitted; ID 21071 is the re-submitted application (you can see the two-way arrow icon on the left side).
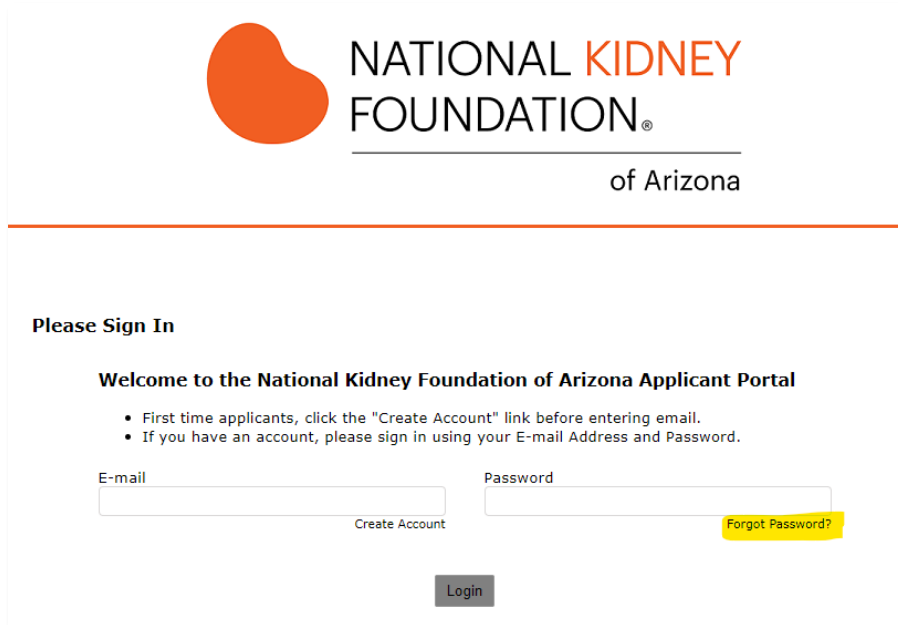
	Application Name	Project Title	Requested	ID	Submitted
	Rent Eviction Prevention Program	test test		21071	8/15/2023
	Rent Eviction Prevention Program	test test		21054	8/15/2023

TRANSFERRING PATIENT APPLICATIONS TO A NEW EMPLOYEE

- When an employee leaves the organization, all applications they submitted can be transferred to the new employee, so they have access to the historical information about applications submitted.
  - Applications can be transferred in bulk, meaning that all applications are transferred from one account to another.
  - Applications can also be transferred on an individual patient basis. For example, if an additional social worker is added to the team, it is possible to transfer only those applications for the patients that will be working with the new social worker.
- Please contact NKF AZ Director of Patient Programs, Renee Hynds at reneeh@azkidney.org to for assistance with these requests.

FORGOTTEN PASSWORD

- From the sign-in page, click **Forgot Password?** Under the **Password** field.

- You will be prompted to enter the email address you use to log in (your work email). A temporary password will be sent to that email address.
  - Click the link in the email and use the temporary password to log in. Follow the prompts to reset your password.