

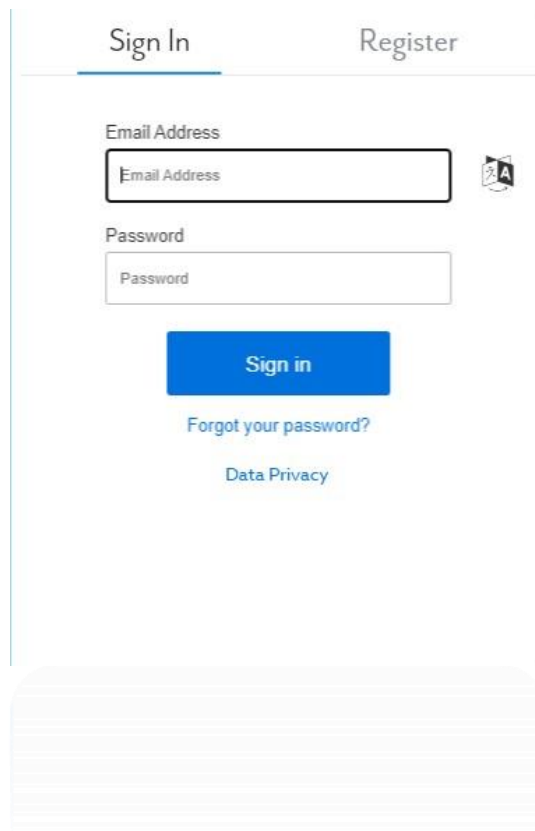
Table of Contents

Accessing the Subrecipient Portal	1
Registering your Account	2
Logging In	3
Forgot your Password	3
Changing your Password	3
Signing Out	4

Accessing the Subrecipient Portal

The Subrecipient Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Application Portal Link: <https://portal.neighborlysoftware.com/CHESAPEAKEVA/Participant>

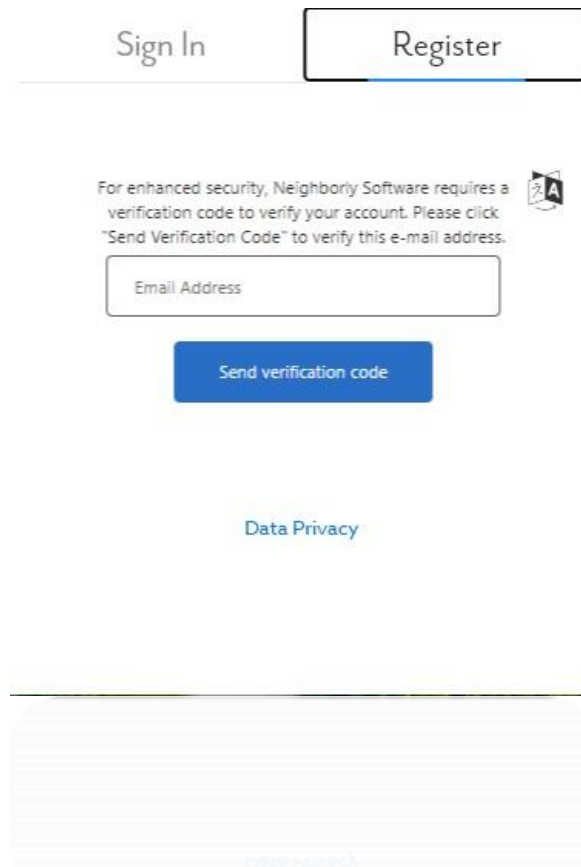


The screenshot shows a web interface for signing in. At the top, there are two tabs: "Sign In" (which is active and underlined) and "Register". Below the tabs, there are two input fields: "Email Address" and "Password". The "Email Address" field has a placeholder text "Email Address" and a small icon to its right. The "Password" field has a placeholder text "Password". Below the input fields is a blue button labeled "Sign in". Underneath the button are two links: "Forgot your password?" and "Data Privacy". At the bottom of the page, there is a large, empty, rounded rectangular area with horizontal lines, likely a placeholder for a logo or image.

Registering your Account

When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a user name (which is your email address). The email address you choose will also be used for system emails/notifications, so it is recommended to use your work email address. For security purposes, the system will validate that you own the registered email address by sending an email with a verification code. Once you have received the code, you will copy the code into the text box and click "verify code". If at any point the code is not accepted, please select "Send new code" to have another one sent. Once you have verified your computer, you will be re-directed to enter your first and last name and create a password. Passwords should be 12 characters long, contain an uppercase and lowercase, number and special character. Once you have created your password, the system will re-direct you to the dashboard.

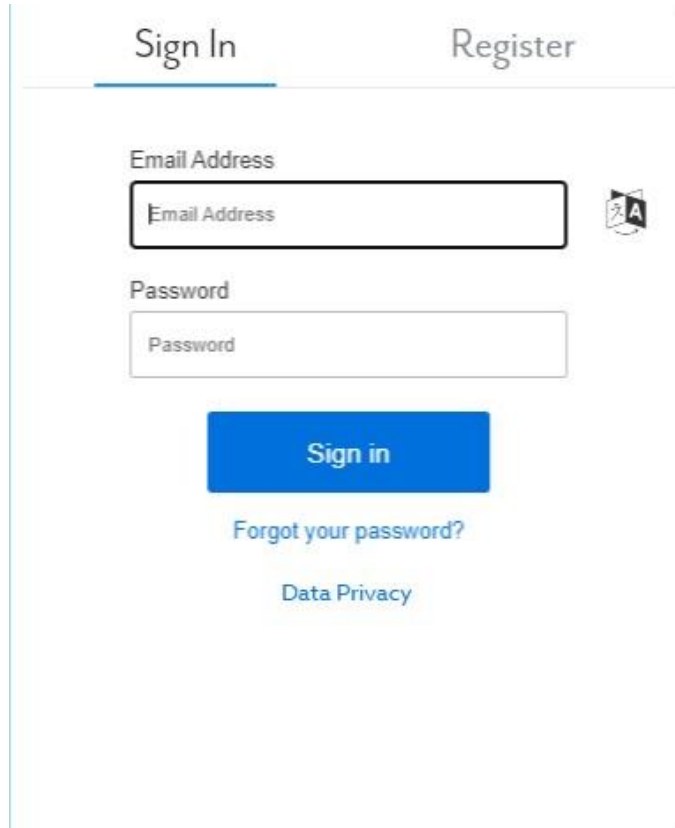
Note: If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.



The screenshot shows the registration process. At the top, there are two buttons: "Sign In" and "Register". The "Register" button is highlighted with a blue border. Below the buttons, there is a message: "For enhanced security, Neighborly Software requires a verification code to verify your account. Please click 'Send Verification Code' to verify this e-mail address." To the right of this message is a small icon of a document with a checkmark. Below the message is a text input field labeled "Email Address". Below the input field is a blue button labeled "Send verification code". At the bottom of the form, there is a link labeled "Data Privacy".

Logging In

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration.




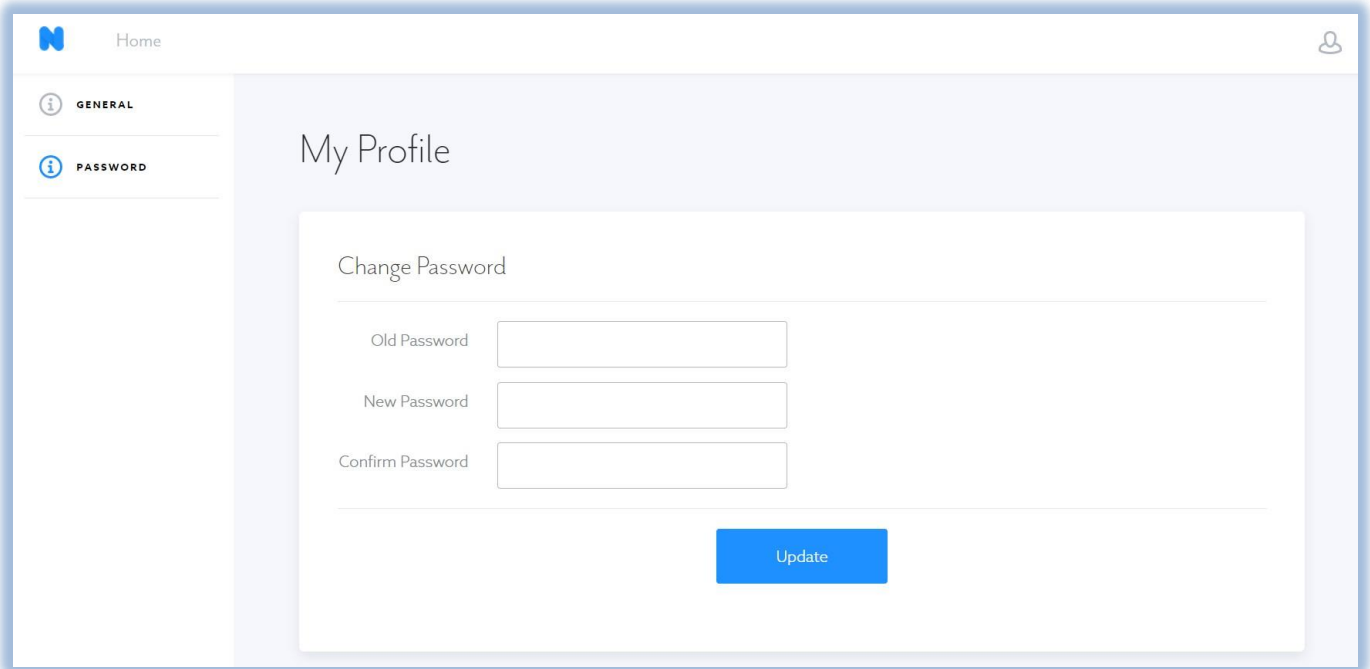
The screenshot shows a user interface for logging in or registering. At the top, there are two tabs: "Sign In" (which is selected and underlined) and "Register". Below the tabs, there are two input fields: "Email Address" and "Password". The "Email Address" field contains the placeholder text "Email Address" and has a small icon to its right. The "Password" field contains the placeholder text "Password". Below the input fields is a blue button labeled "Sign in". Underneath the button are two links: "Forgot your password?" and "Data Privacy".

Forgot your Password

If you forget your password, click on the link that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password

Changing your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.



The screenshot displays the 'My Profile' page. On the left, there is a sidebar with two tabs: 'GENERAL' and 'PASSWORD'. The main content area is titled 'My Profile' and contains a 'Change Password' form. The form has three input fields labeled 'Old Password', 'New Password', and 'Confirm Password'. Below the form is a blue button labeled 'Update'. The top navigation bar includes a 'Home' link and a user profile icon.

Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select "Sign Out".