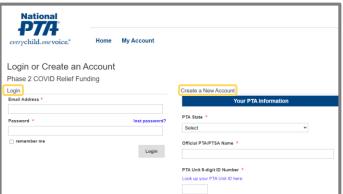


Completing the Phase 2 COVID Relief Funding Application

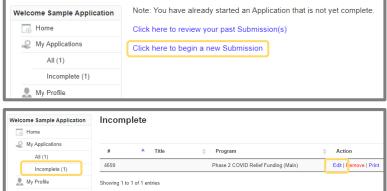
STEP 1: Open the portal.

- Go to: https://ptagrants.secure-platform.com/a/solicitations/11/home.
- If you have not applied for a National PTA grant through this platform before, fill out the "Create a New Account" form on the right-hand side of your screen.
- · If you have applied for grant here before, login.



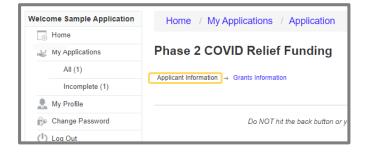
STEP 2: Go to the application.

- Either, click the "Click here to begin a new Submission" to go directly to the application.
- Or, click "Incomplete" under "My Applications" on the left-hand menu and then choose "Edit."



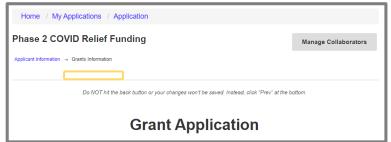
STEP 3: Complete applicant information.

• Be sure to review this information. Add in anything that is missing or that needs to be updated.



STEP 4: Complete the grant questions.

- Fill out the application to share your plan for this funding.
- · Complete and upload required documents.



OPTIONAL: Add collaborators.

- To give others access to editing the application alongside you, add them as a collaborator.
- Click "Manage Collaborators" on the Grants Information page.
- Then, click "Add Collaborator" and enter their information. The system will email them instructions to set up their account.



In the wrong program? If you've applied for grants in the past, you may need to click "Change Program" in the left-hand navigation to access the correct application.