

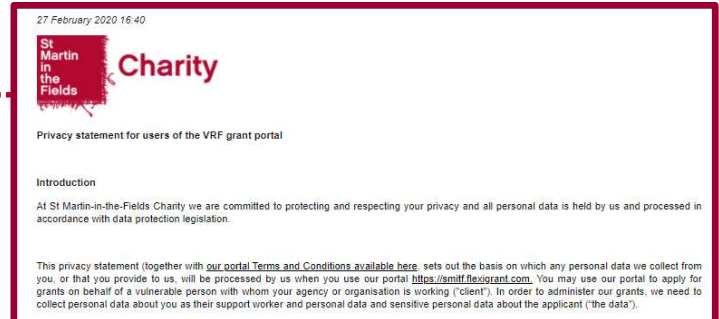


# Frontline Network

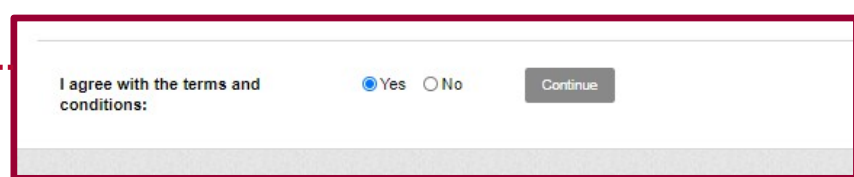
## Step/Action

## Screenshot

**1:** Go to the Portal via the following link:  
<https://smitf.flexigrant.com/policy.aspx?farea=985>  
Read through the introduction, information and terms.



**2:** Confirm acceptance of the terms and click ‘Continue’



**3:** Complete the registration information and click ‘Register’  
**NB:** You must use your own individual work email address to register. We cannot accept personal email addresses

Registration form fields:

- First name: Enter your first name \*
- Last name: Enter your last name \*
- Contact phone number: e.g +44 (0) 12345678
- Work email: Enter your email \*
- Password: \*
- Confirm password: \*

Register button

A registration email will then be sent to the email address you provided  
**NB:** If not in your inbox, please check in your spam/junk folders  
**4:** Click on the ‘Confirm Email Address’ link in the registration email

Hi [RECIPIENTNAME],

This is an automated alert from the [SITETITLE] please do not reply directly to this email.

Thank you for applying to use the Vicar’s Relief Fund online application portal on Flexigrant.

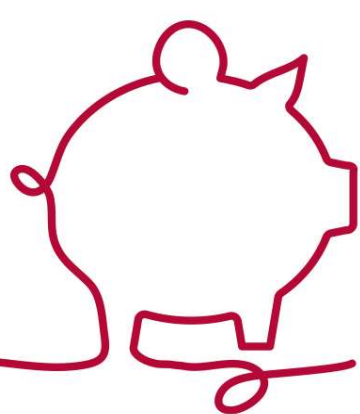
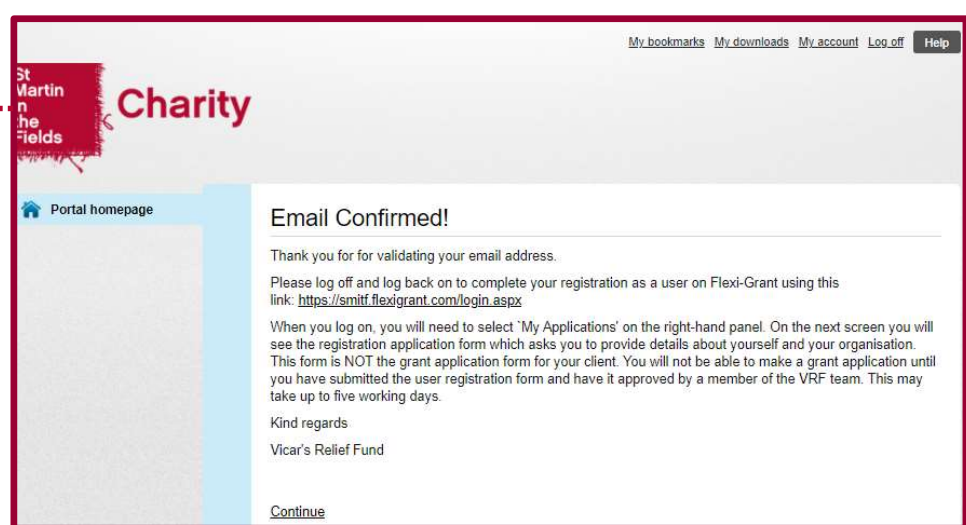
For security purposes you will need to validate the email address that you used to register your account. You can do this by clicking on the following link: [Confirm Email Address](#).

In the mean time, it is recommended you [read our FAQ](#) and more information about the VRF can be found [here](#).

Kind regards

Vicar’s Relief Fund

**5:** You will now see in the Portal that your email address has been confirmed. Click ‘Log out’ (top righthand corner of the screen) and log back in via the following link:  
<https://smitf.flexigrant.com/login.aspx>



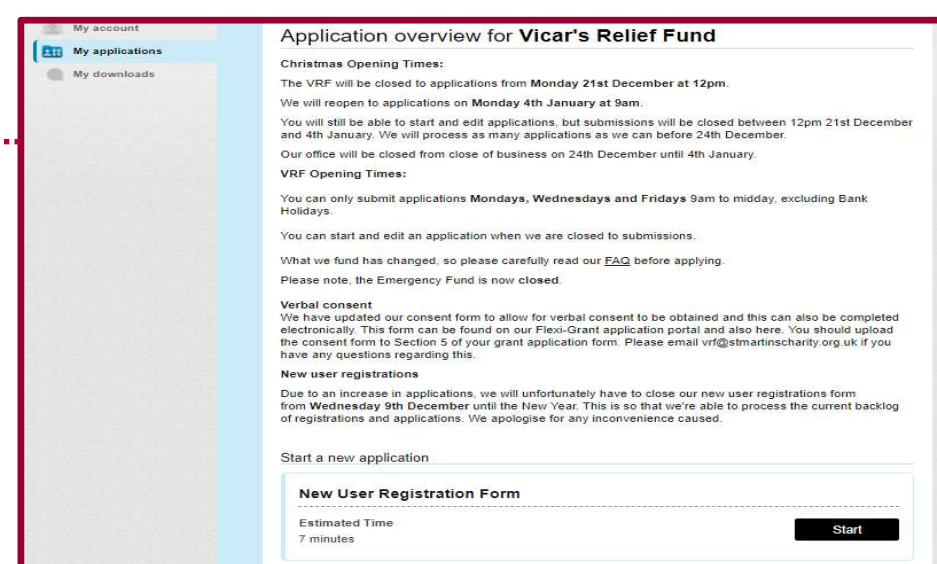
## Step/Action

## Screenshot

**6: YOU WILL NOW NEED TO COMPLETE A NEW USER REGISTRATION APPLICATION FORM**

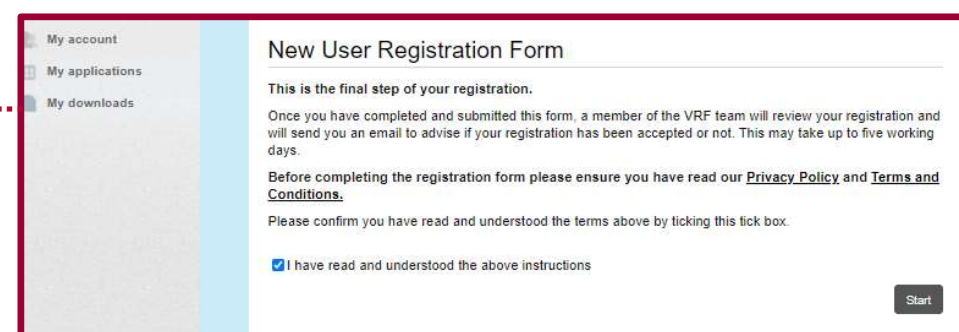
**NB: THIS IS NOT A GRANT APPLICATION FORM**

Scroll down to the bottom of the screen.  
Beneath 'New User Registration Form', click 'Start'

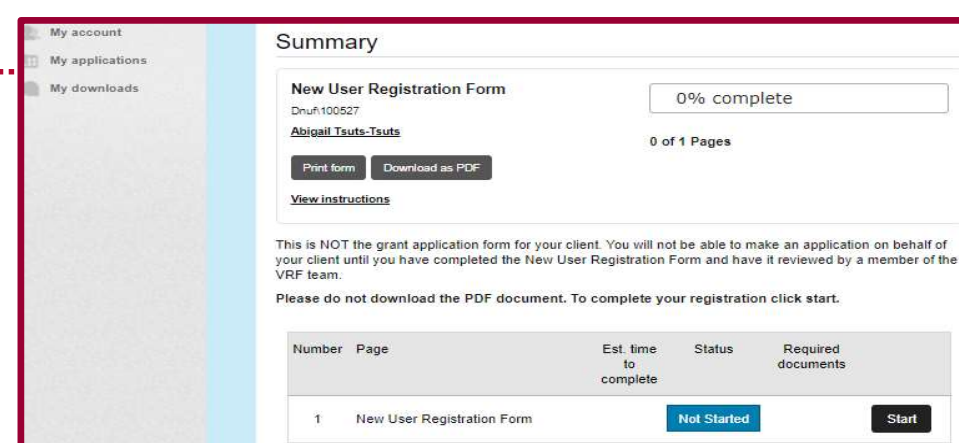


**7: Read through both the 'Privacy Policy' and the 'Terms and Conditions'**

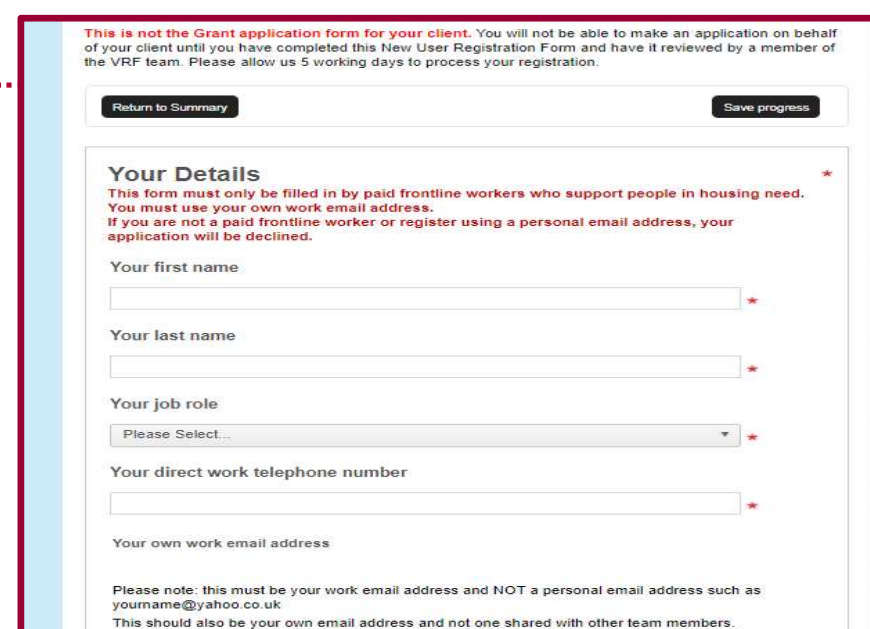
Click on the **tick box** confirming '*I have read and understood the above instructions*'  
Click on 'Start'



**8: A Form summary will appear.**  
Click on 'Start'

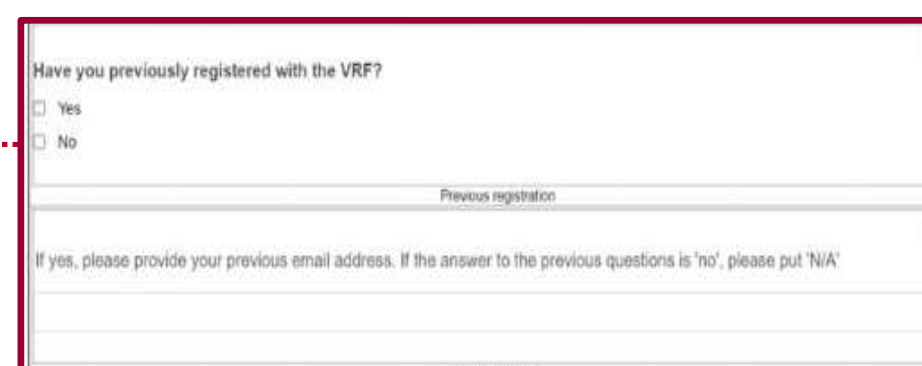


**9: The form will open.**  
Ensure that you complete all the fields  
**NB: You must use your own individual work email address as in step 3 above. We cannot accept personal email addresses**



**10: If you have previously registered/have an existing account, but your organisation details have changed (e.g. you have changed employer, or your organisation has merged/changed name, or you have been subject to TUPE, etc.) please select 'Yes' and enter the email address attached to your previous registration/existing account.**

**SEE STEP 11 REGARDING SAFEGUARDING POLICY QUESTION**





## Step/Action

## Screenshot

**11:** Toward the end of the form, you will be asked to either upload or provide a link to your organisation's safeguarding policy/policies

**NB:** If the document/link is password protected, please either remove or provide the password.

We cannot accept a safeguarding training certificate in lieu of a safeguarding policy

**12:** At the bottom or top of the screen. Click on 'Save progress'

**13:** Review your answers/edit as necessary. Click on 'Submit application'

**14:** We will then process your application. If we need any clarification/additional information, we will 'return' your application to you for you to correct/clarify. Instructions will be included in the email of how to resubmit your request once you have made the necessary changes/additions

You can view your application, or check progress by logging on to the Portal and clicking on 'My Applications' on the top left of the screen. Then click 'View' at the bottom right of the screen

**15:** Once we have processed and passed your application/request, you will receive an automated activation email.

**NB:** If the email is not in your inbox, please check in your spam/junk folders

This means that you can now go ahead complete and submit a grant application on your client's behalf

Hi [RECIPIENTNAME],

Thank you for registering to apply to the VRF on behalf of your clients.

We can now confirm that your account has been activated and you can now make applications to us. You are now able to apply for a VRF grant by logging in to Flexigrant and going to the Application Portal.

You can log in via this link: <https://smiff.flexigrant.com/login.aspx>  
You can find details of our application submission times on our website.

We also have an FAQ page which has information about our grants: <https://www.frontlinenetwork.org.uk/vicars-relief-fund/faq>. Do not hesitate to contact us if you have any queries about this email.

Best wishes