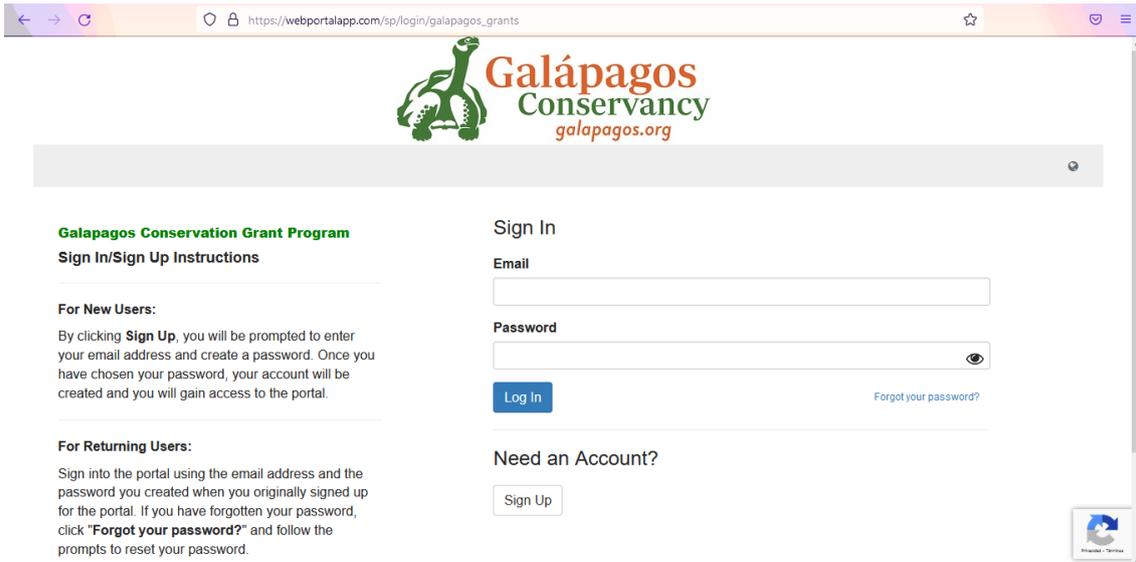


## USER MANUAL FOR PROJECT APPLICATION

### Step 1

- Login to: [galapagos\\_grants \(webportalapp.com\)](https://galapagos_grants(webportalapp.com))
- Homepage



The screenshot shows the login page of the Galapagos Conservancy web portal. The browser address bar displays [https://webportalapp.com/sp/login/galapagos\\_grants](https://webportalapp.com/sp/login/galapagos_grants). The page features the Galapagos Conservancy logo at the top. Below the logo, there are two main sections: "Galapagos Conservation Grant Program Sign In/Sign Up Instructions" and "Sign In".

**Galapagos Conservation Grant Program Sign In/Sign Up Instructions**

**For New Users:**  
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

**For Returning Users:**  
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

**Sign In**

Email

Password

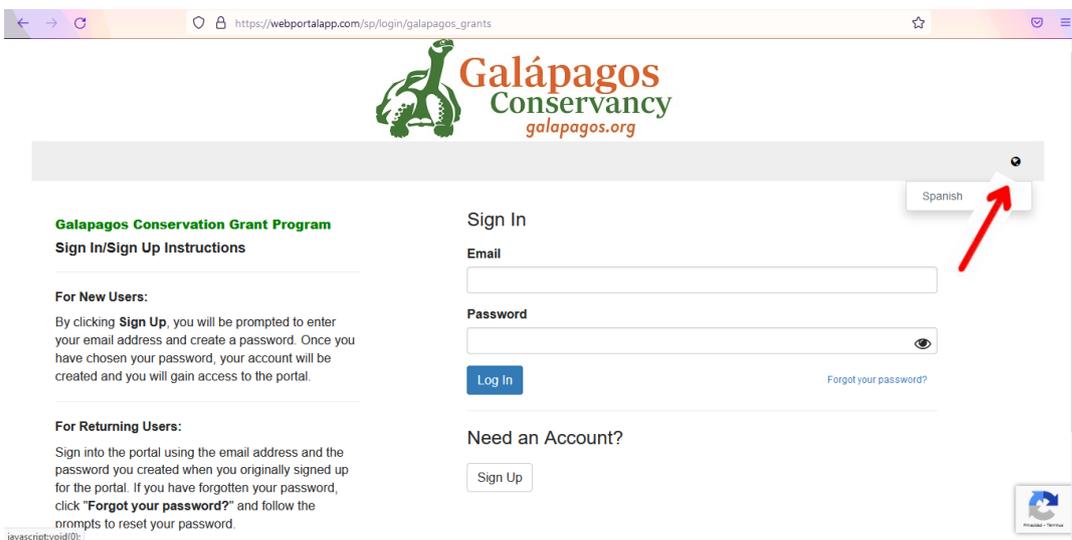
**Log In** [Forgot your password?](#)

**Need an Account?**

**Sign Up**

### Step 2

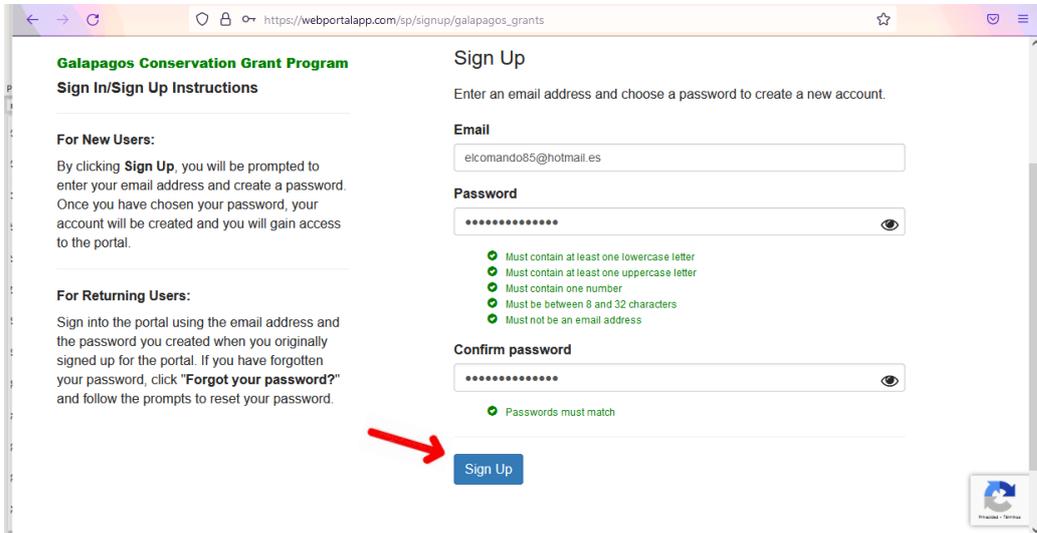
- Change the language if necessary



This screenshot is identical to the one in Step 1, but it highlights the language selection feature. A dropdown menu is open in the top right corner of the page, showing the word "Spanish". A red arrow points to this dropdown menu, indicating where users can change the language of the portal.

### Step 3

- Create Username and password and REGISTER



**Galapagos Conservation Grant Program**  
**Sign In/Sign Up Instructions**

**For New Users:**  
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

**For Returning Users:**  
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

**Sign Up**  
Enter an email address and choose a password to create a new account.

**Email**  
eicomando85@hotmail.es

**Password**  
••••••••••

- ✔ Must contain at least one lowercase letter
- ✔ Must contain at least one uppercase letter
- ✔ Must contain one number
- ✔ Must be between 8 and 32 characters
- ✔ Must not be an email address

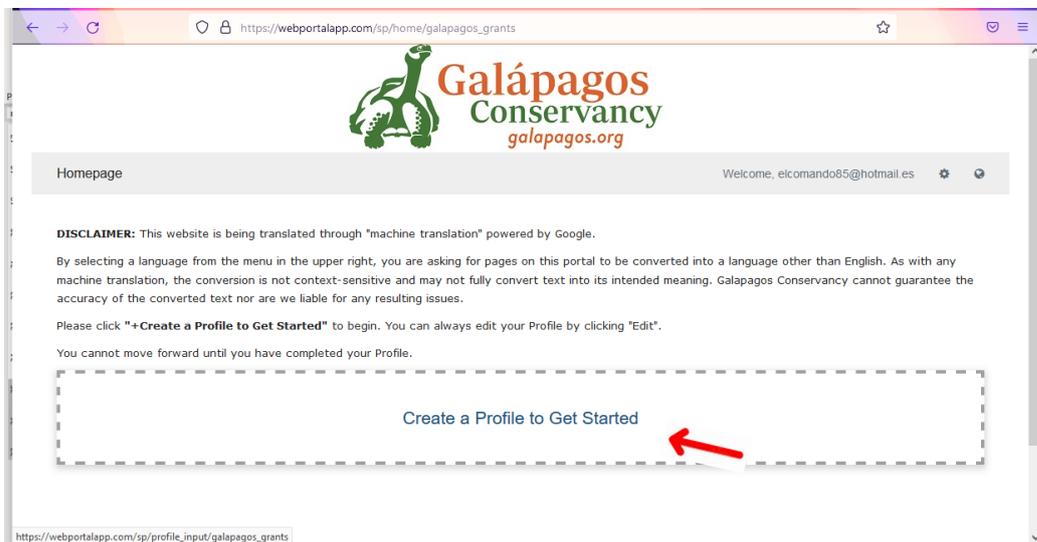
**Confirm password**  
••••••••••

- ✔ Passwords must match

**Sign Up**

### Step 4

- Click on: "Create a Profile to start"



**Galapagos**  
Conservancy  
galapagos.org

Homepage Welcome, eicomando85@hotmail.es

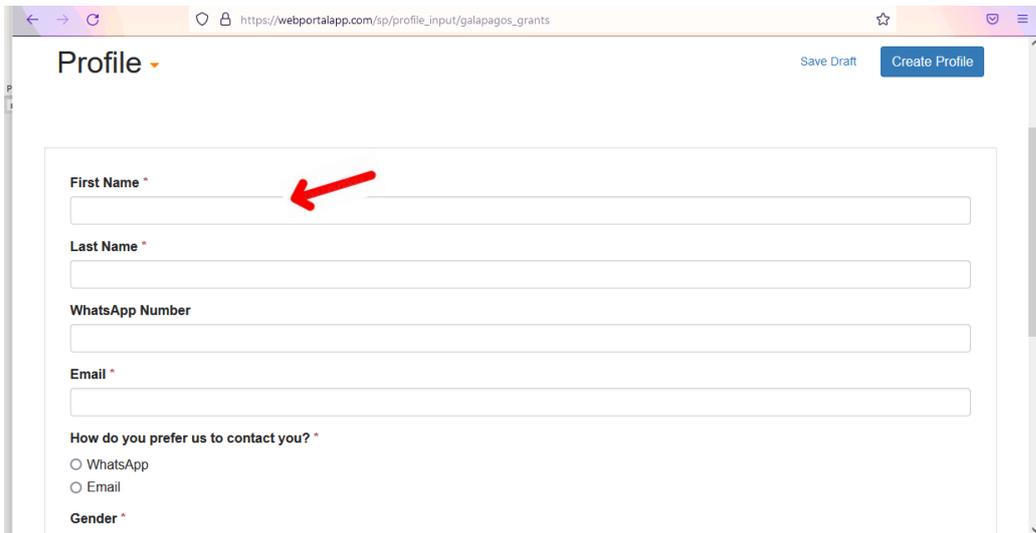
**DISCLAIMER:** This website is being translated through "machine translation" powered by Google.  
By selecting a language from the menu in the upper right, you are asking for pages on this portal to be converted into a language other than English. As with any machine translation, the conversion is not context-sensitive and may not fully convert text into its intended meaning. Galapagos Conservancy cannot guarantee the accuracy of the converted text nor are we liable for any resulting issues.

Please click "**+Create a Profile to Get Started**" to begin. You can always edit your Profile by clicking "Edit".  
You cannot move forward until you have completed your Profile.

**Create a Profile to Get Started**

## Step 5

- Complete the data required to create the Profile

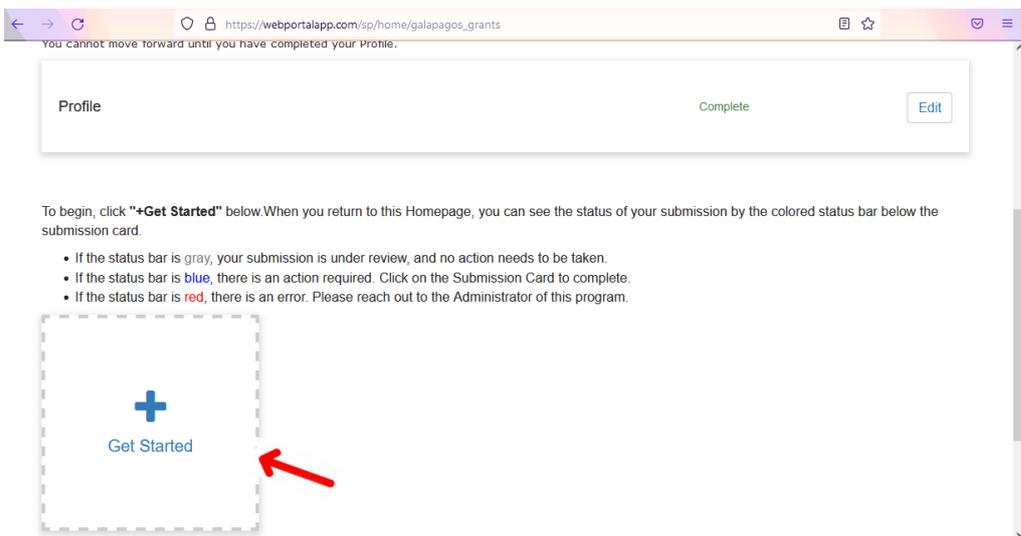


The screenshot shows a web browser window with the URL [https://webportalapp.com/sp/profile\\_input/galapagos\\_grants](https://webportalapp.com/sp/profile_input/galapagos_grants). The page title is "Profile". In the top right corner, there are two buttons: "Save Draft" and "Create Profile". The main content area contains a form with the following fields:

- First Name \***: A text input field with a red arrow pointing to it.
- Last Name \***: A text input field.
- WhatsApp Number**: A text input field.
- Email \***: A text input field.
- How do you prefer us to contact you? \***: Two radio button options: "WhatsApp" and "Email".
- Gender \***: A dropdown menu.

## Step 6

- Read the instructions and click **START**



The screenshot shows a web browser window with the URL [https://webportalapp.com/sp/home/galapagos\\_grants](https://webportalapp.com/sp/home/galapagos_grants). At the top, a message reads: "You cannot move forward until you have completed your Profile." Below this is a card for the "Profile" with a "Complete" status and an "Edit" button. The main content area contains instructions:

To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

At the bottom, there is a dashed box containing a blue plus sign and the text "Get Started", with a red arrow pointing to it.

### Step 7

- Once the 3 steps on the page are complete, the word **COMPLETED** appears in green.
- When you are **SURE** that you have completed all the information about your project, click **SUBMIT\***  
**\*Once the information has been delivered, it cannot be modified.**



### Step 8

- The following message should appear once the form has been completed and submitted:

This has been submitted.

### Final step

- This is how your screen should look when the application has been sent and submitted:

← → ↻ [https://webportalapp.com/sp/home/galapagos\\_grants](https://webportalapp.com/sp/home/galapagos_grants) ☆

You cannot move forward until you have completed your Profile.

Profile Complete [Edit](#)

To begin, click "**+Get Started**" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.

Diana Garcia |  
Tiburón Martillo

Created on 07/11/2022

Application Submitted



- Otherwise, you must return to fill out the form correctly.