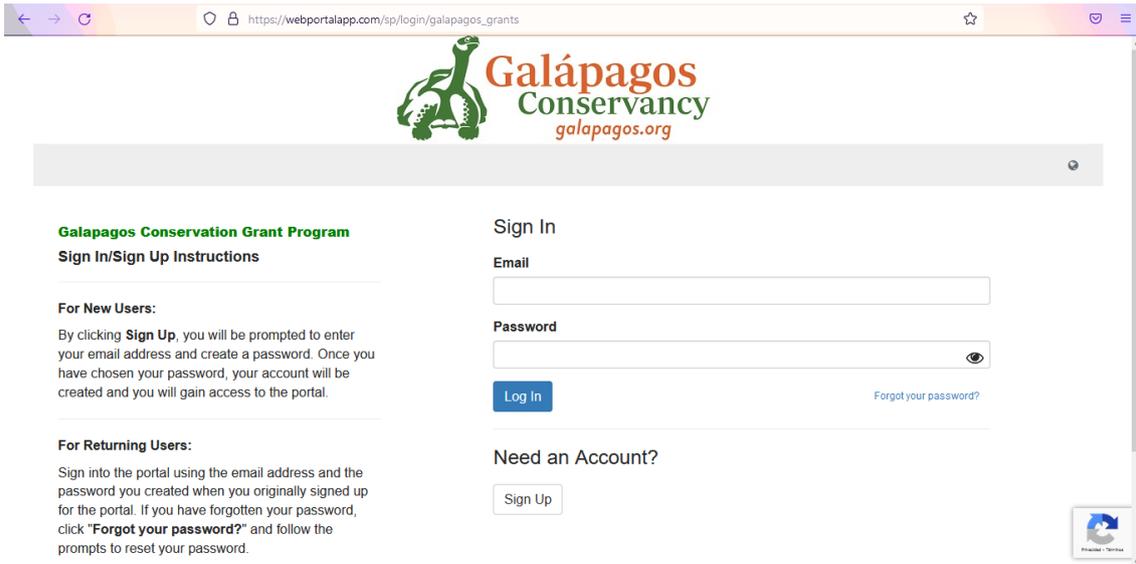


## USER MANUAL FOR PROJECT APPLICATION

### 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 is a section titled "Galapagos Conservation Grant Program" with "Sign In/Sign Up Instructions".

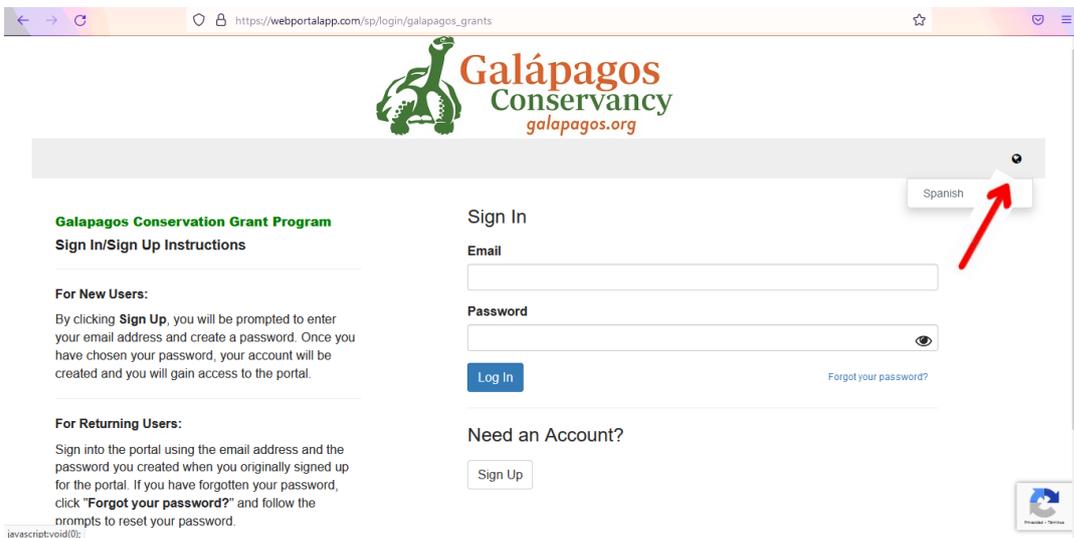
**For New Users:**  
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

**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.

The "Sign In" section includes an "Email" input field, a "Password" input field with a visibility toggle, a "Log In" button, and a "Forgot your password?" link. Below this is a "Need an Account?" section with a "Sign Up" button.

### Step 2

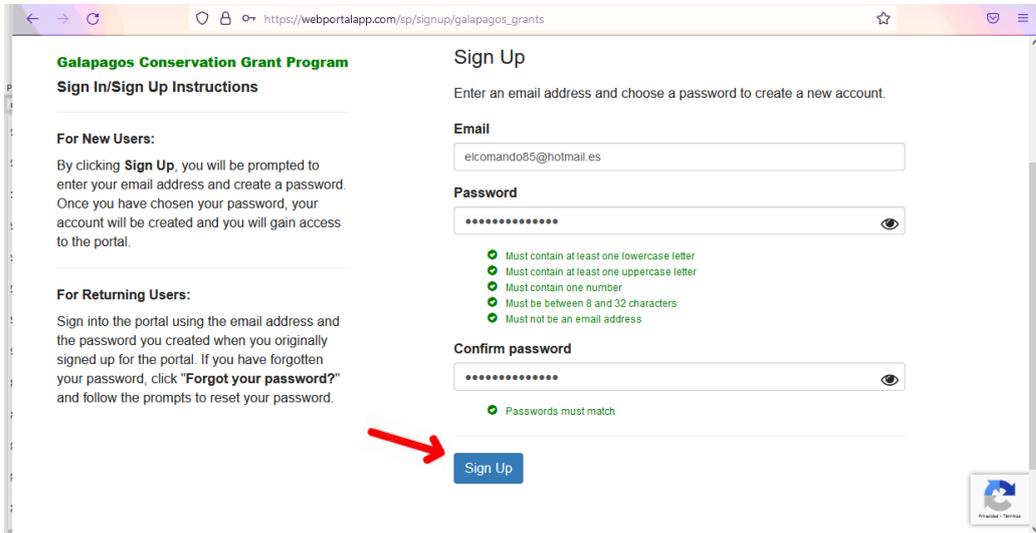
- Change the language if necessary



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**  
elcomando85@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, elcomando85@hotmail.es

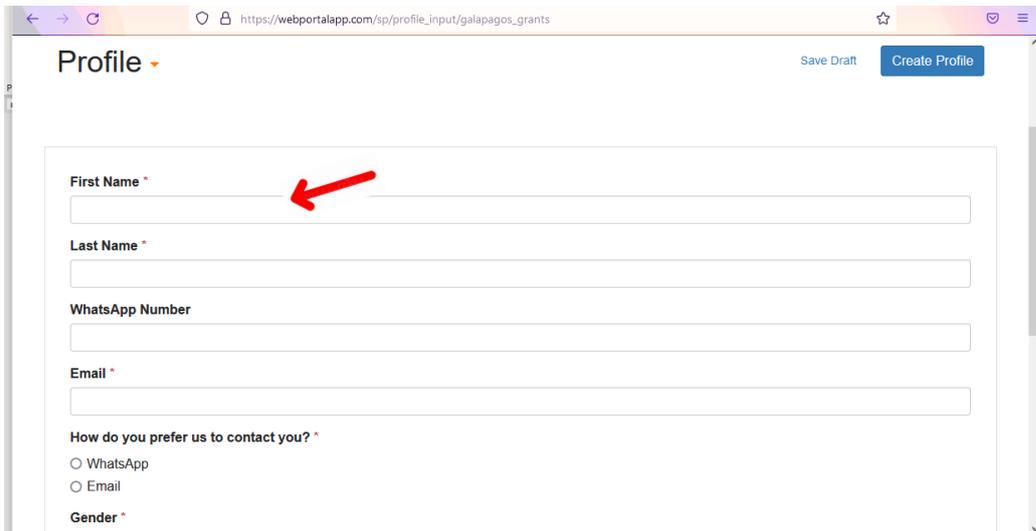
**DISCLAIMER:** This website is being translated through "machine translation" powered by Google.  
By selecting a language from the menu in the upper right, you are asking for pages on this portal to be converted into a language other than English. As with any machine translation, the conversion is 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

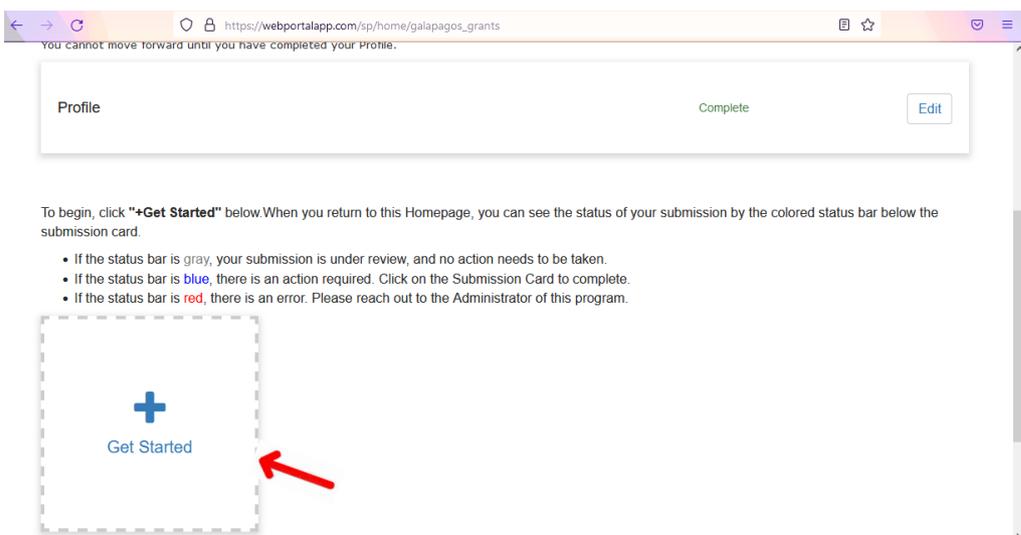


The screenshot shows a web browser window with the URL [https://webportalapp.com/sp/profile\\_input/galapagos\\_grants](https://webportalapp.com/sp/profile_input/galapagos_grants). The page title is "Profile". In the top right corner, there are two buttons: "Save Draft" and "Create Profile". The main 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). A message at the top reads: "You cannot move forward until you have completed your Profile." Below this is a card for the "Profile" submission, which is marked as "Complete" and has an "Edit" button. Below the card, there are 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 of your project, click **SUBMIT\***

**\*Once the information has been delivered, it cannot be modified.**



Admisión de aplicaciones

Complete cada paso que se detalla a continuación. Cuando se complete cada paso de este envío, el botón "Enviar" a la derecha se volverá verde y se podrá hacer clic en él.

**IMPORTANTE:**

El envío no se envía por completo hasta que haga clic en el botón verde "Enviar". Una vez que haga clic en "Enviar", el envío ya no será editable.

Paso 1 Aplicación Una vez que haya completado su solicitud, complete los pasos 2 y 3 que se enumeran a continuación.	Completo	Editar
Paso 2 Objetivos y resultados El programa de subvenciones de Galápagos requiere que los solicitantes ingresen al menos un objetivo y actividades asociadas.	Completo	Editar
Paso 3 Partidas presupuestarias	Completo	Editar

### Step 8

- Once the form has been completed and submitted, the following message should appear:

This has been submitted.

### Step 9

- When the application is sent and submitted, this is how your screen should look:

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.

## How to download your application

1.- To download your application you must click on the application submitted on the previous page.

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



2.- press on view

## Application Intake

This has been submitted.

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

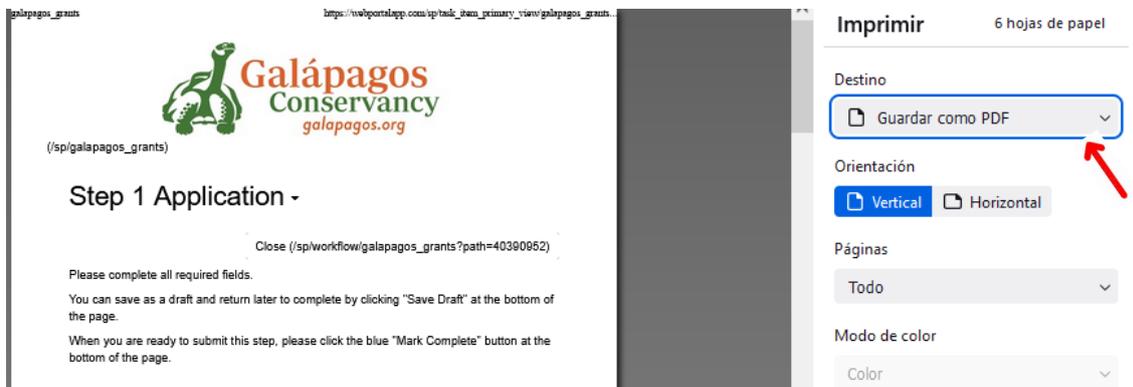
### Step 1 Application

Once you have completed your Application, Please complete steps 2 and 3 listed below.

[View](#)



3.- Ctrl+P, select save as PDF, and you will be able to get your application in digital



The screenshot shows a web browser window with the Galapagos Conservancy logo at the top left. The main content area displays 'Step 1 Application -' followed by instructions: 'Please complete all required fields. You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page. When you are ready to submit this step, please click the blue "Mark Complete" button at the bottom of the page.' On the right side, a print menu is open, titled 'Imprimir' with '6 hojas de papel' below it. The menu options are: 'Destino' with a dropdown menu showing 'Guardar como PDF' (highlighted with a red arrow), 'Orientación' with 'Vertical' selected and 'Horizontal' as an alternative, 'Páginas' with a dropdown menu showing 'Todo', and 'Modo de color' with a dropdown menu showing 'Color'.