# Y-USA ONLINE GRANT APPLICATION SYSTEM

## Setting Up and Registering a SmartSimple® Account

### BEFORE YOU START

- **Navigate** to SmartSimple at https://yusa.smartsimple.com.
- **Add** grants@ymca.net to your email contacts list to ensure that you receive our emails.
- Please follow the specific instructions below based on if you are a YMCA CEO, YMCA staff member, or a non-YMCA staff member (Y Retiree or Community Member).

### REGISTRATION FOR YMCA CEOS

**YMCA CEOs should not register for a new account.** An account has already been created for you. You simply request a new password to access your account:

- As a CEO user, on the Login screen, click the Forgot Password link.
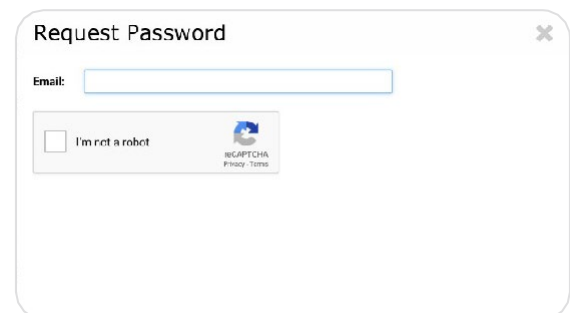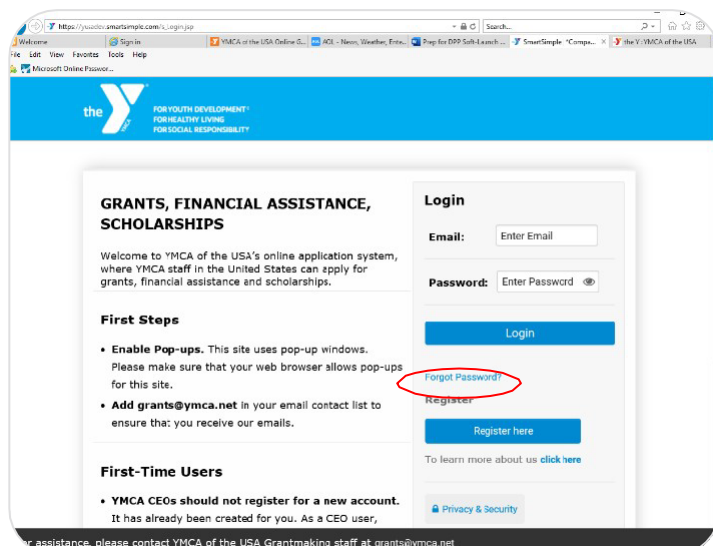


- You will receive an email with a temporary password and a link to log back into the system. Navigate to yusa.smartsimple.com.

- Enter your email address and new password in the screen that appears, and click Submit. To set your new password and access your account, use your primary email address from Manage Our Y Profile (MOYP).
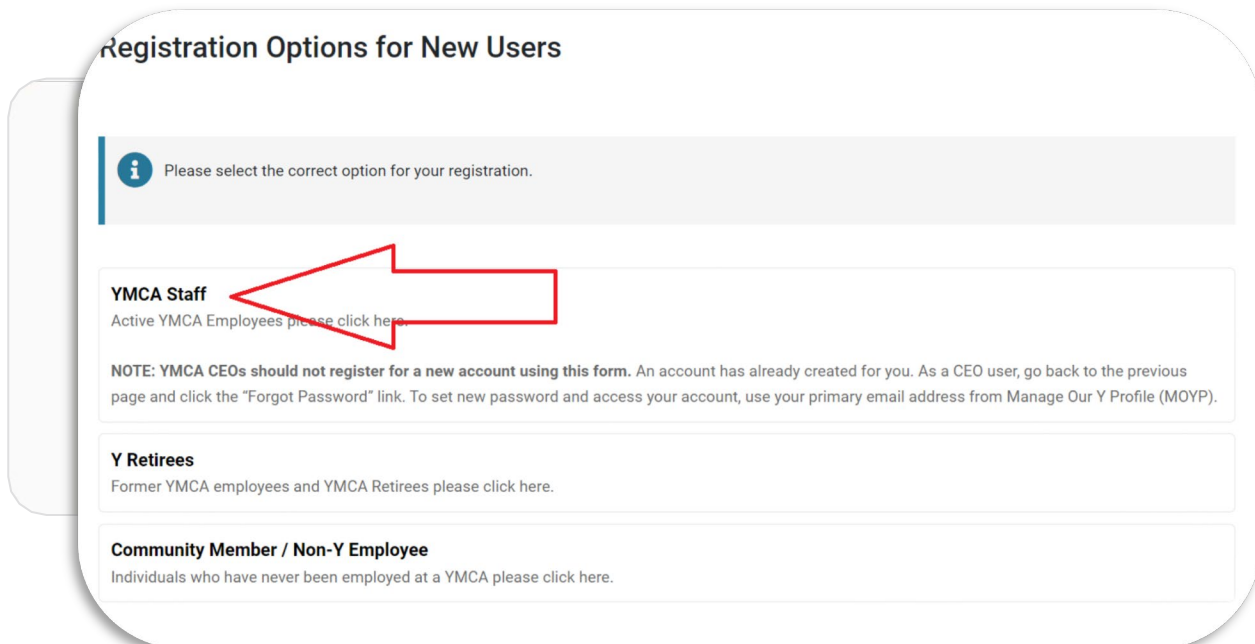
# REGISTRATION FOR YMCA STAFF

All other YMCA staff must register for a new account. Registration is quick and easy.
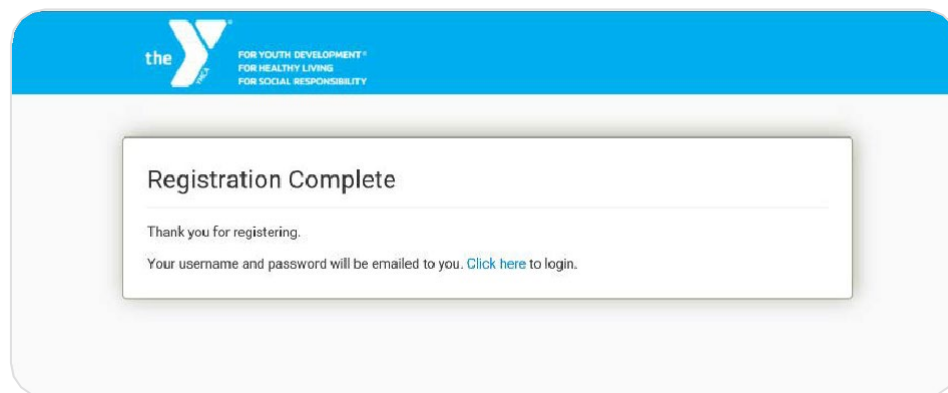
- As a new staff user, on the Login screen, use the Register Here link to set up your account.
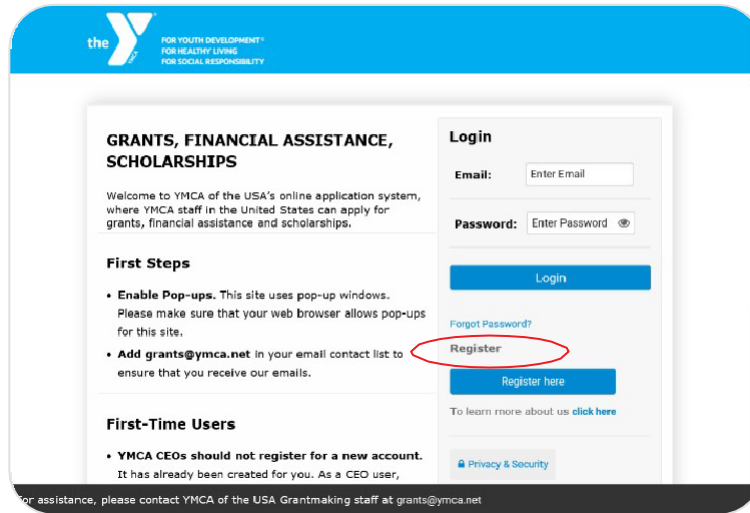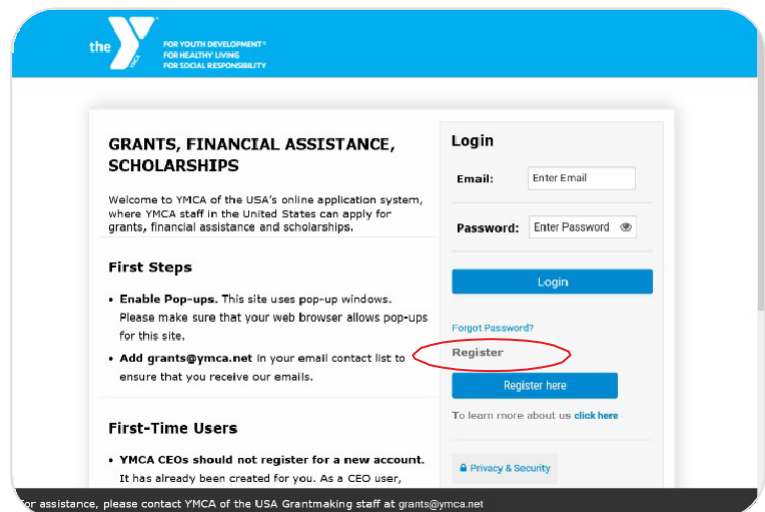


- Select the "YMCA Staff" Registration Option

- The applicant contact registration page appears. Begin by typing the name of your YMCA employer. Select your YMCA from the drop-down list.

- Complete all the required (**\***) boxes in the registration contact form. Be sure to use your YMCA email address in the contact form, and click the Submit button.

- If you have completed the registration successfully, the message below appears. You will also receive an automated email from grants@ymca.net that includes login details.



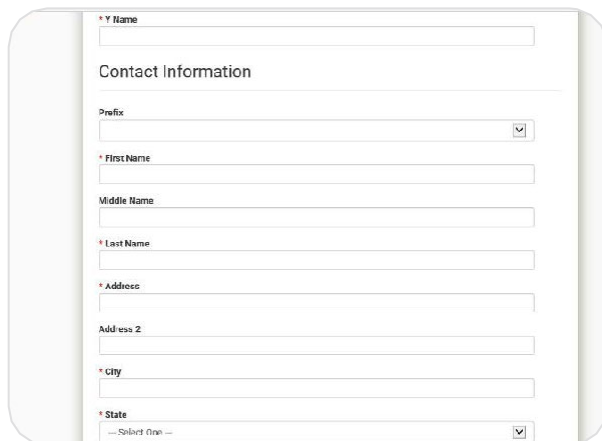## REGISTRATION FOR Y RETIREES AND COMMUNITY MEMBERS (NON-Y STAFF)

Other individuals invited to apply for an opportunity in SmartSimple or those invited to review applications must register for a new account. Registration is quick and easy.

- As a new retiree or community member user, on the Login screen, use the "Register Here" link to set up your account.



- Select the appropriate "Y Retiree" or "Community Member" Registration option.
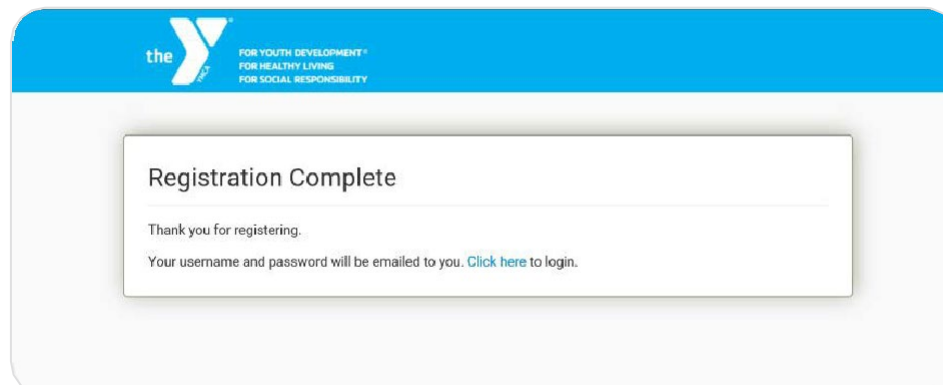
Registration Options for New Users

- The applicant contact registration page appears. Complete all the required (*) boxes in the registration contact form and click the Submit button.



- If you have completed the registration successfully, the message below appears. You will also receive an automated email from grants@ymca.net that includes login details.

# LOGGING IN TO THE SYSTEM AS A REGISTERED USER

- Click on the portal link https://yusa.smartsimple.com to open the login window.



- Login using:
  - Your e-mail address as your username
  - Your password (if this is your first time in the system, your password is in the registration confirmation email from grants@ymca.net)
- Click Login. You are now on your home page, the "Apply" page. On this page, you can see application opportunities available to you/your YMCA.

## FORGOT YOUR PASSWORD?

Click Forgot Password and enter your email address when prompted. A password will be sent to you.