



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Y-USA ONLINE GRANT APPLICATION SYSTEM

### Setting Up and Registering a SmartSimple® Account

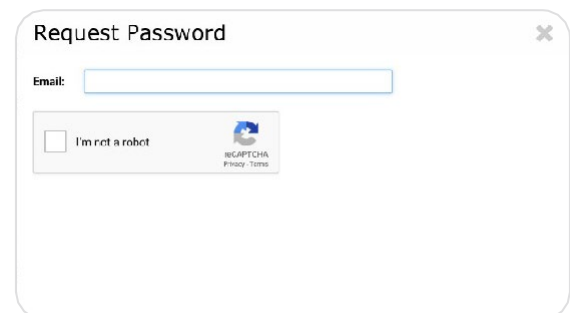
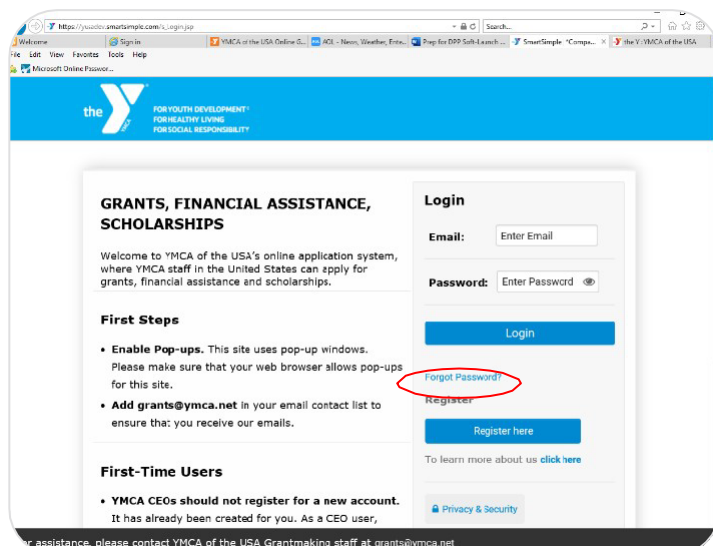
#### BEFORE YOU START

- **Navigate** to SmartSimple at <https://yusa.smartsimple.com>.
- **Add** [grants@ymca.net](mailto: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.



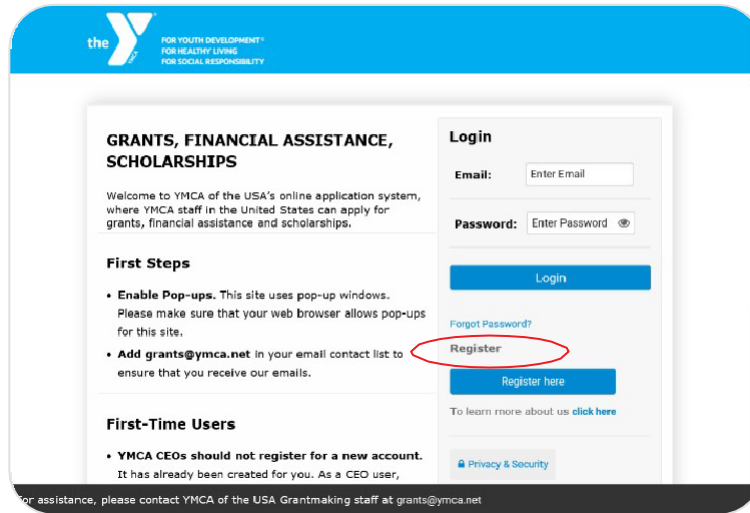
- You will receive an email with a temporary password and a link to log back into the system. Navigate to [yusa.smartsimple.com](https://yusa.smartsimple.com).

- 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).

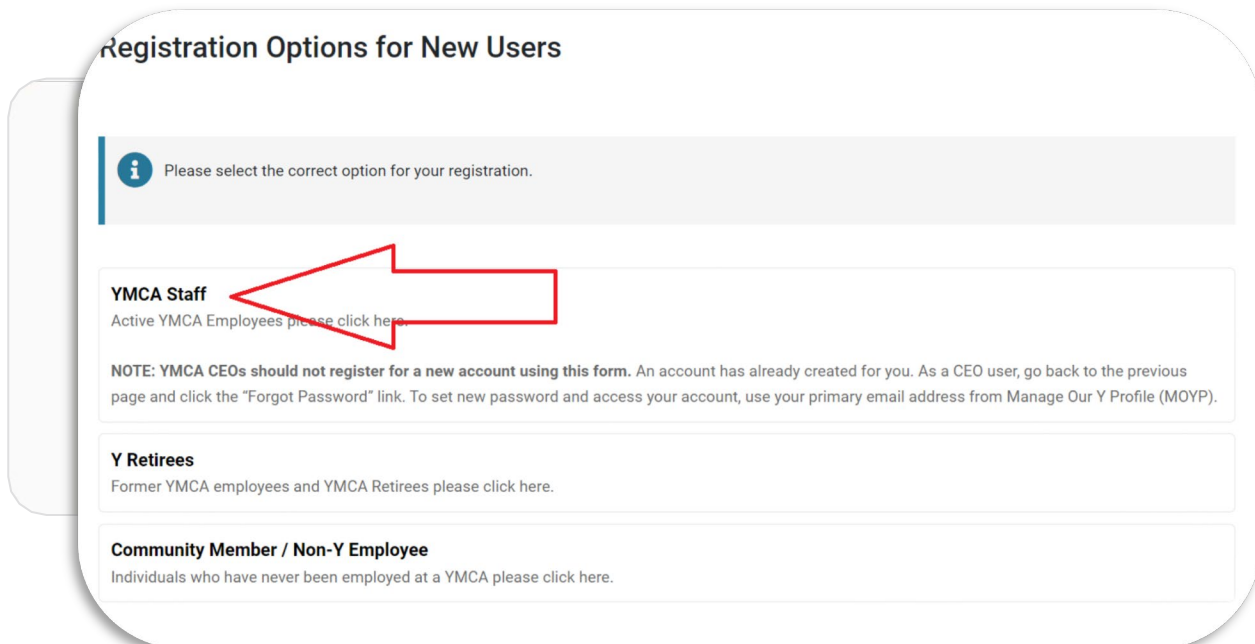
## REGISTRATION FOR YMCA STAFF

All other YMCA staff must register for a new account. Registration is quick and easy.

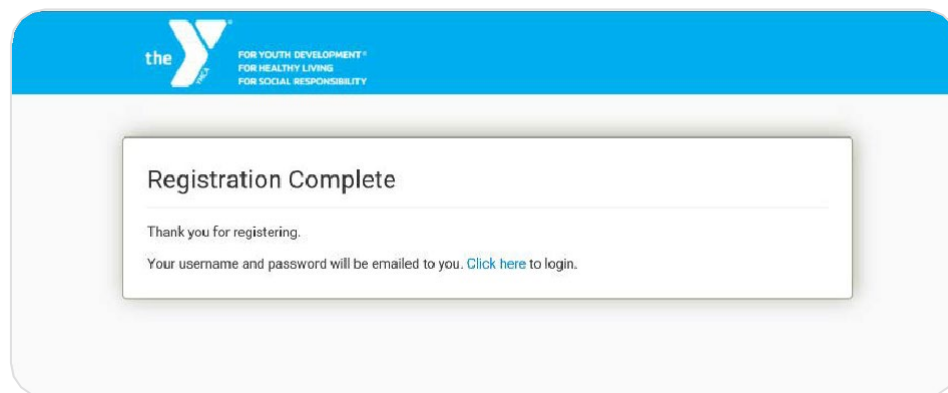
- As a new staff user, on the Login screen, use the Register Here link to set up your account.



- Select the “YMCA Staff” Registration Option



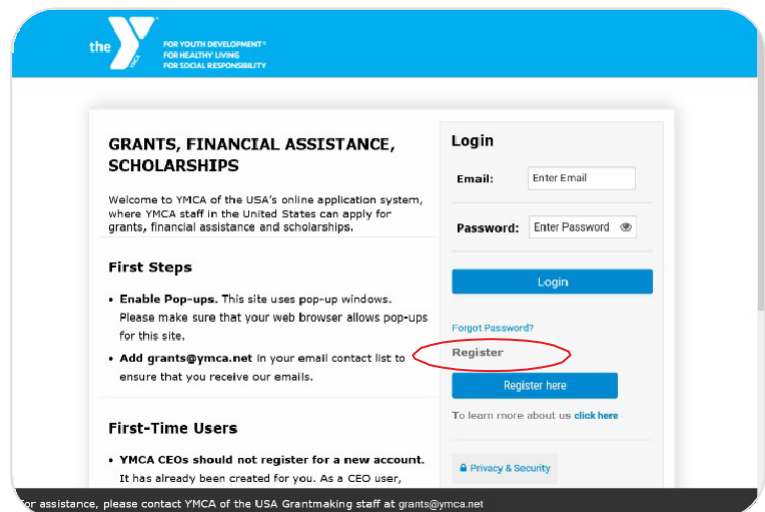
- The applicant contact registration page appears. Begin by typing the name of your YMCA employer. Select your YMCA from the drop-down list.
- Complete all the required (\*) boxes in the registration contact form. Be sure to use your YMCA email address in the contact form, and click the Submit button.
- If you have completed the registration successfully, the message below appears. You will also receive an automated email from [grants@ymca.net](mailto: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

 Please select the correct option for your registration.

### YMCA Staff

Active YMCA Employees please click here.

**NOTE: YMCA CEOs should not register for a new account using this form.** An account has already created for you. As a CEO user, go back to the previous page and click the "Forgot Password" link. To set new password and access your account, use your primary email address from Manage Our Y Profile (MOYP).

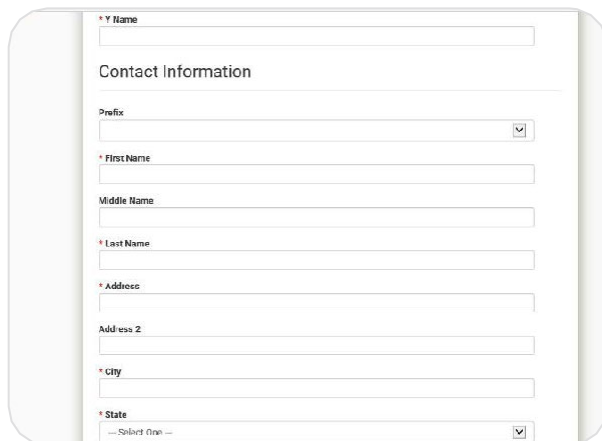
### Y Retirees

Former YMCA employees and YMCA retirees please click here.

### Community Member / Non-Y Employee

Individuals who have never been employed at a YMCA please click here.

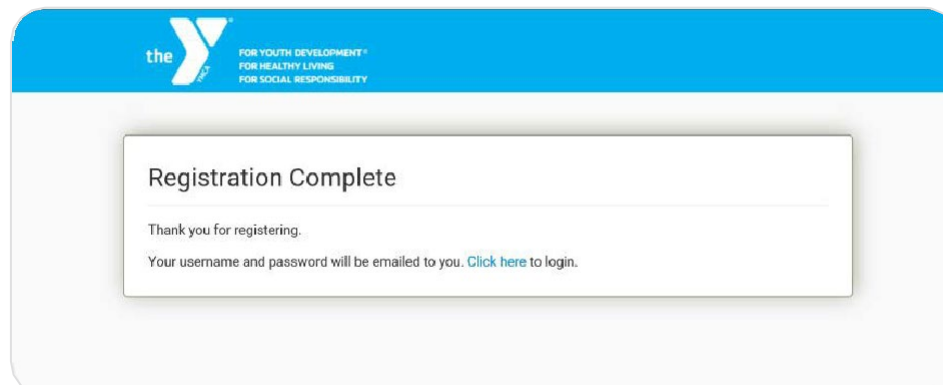
- The applicant contact registration page appears. Complete all the required (\*) boxes in the registration contact form and click the Submit button.



The registration contact form includes the following fields:

- \* Y Name
- Contact Information
- Prefix
- \* First Name
- Middle Name
- \* Last Name
- \* Address
- Address 2
- \* City
- \* State

- If you have completed the registration successfully, the message below appears. You will also receive an automated email from [grants@ymca.net](mailto: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.

The screenshot shows the login page for the YMCA grants application system. The header features the YMCA logo and the tagline "FOR YOUTH DEVELOPMENT FOR HEAVY LIVES FOR SOCIAL RESPONSIBILITY". The main content area is titled "GRANTS, FINANCIAL ASSISTANCE, SCHOLARSHIPS" and includes a welcome message, "First Steps" (with instructions on enabling pop-ups and adding grants@ymca.net to email contacts), "First-Time Users" (with instructions for CEOs and staff), and "System Notifications". On the right side, there is a "Login" section with input fields for "Email" and "Password", a "Login" button, a "Forgot Password?" link, a "Register" section with a "Register here" button, and a "Privacy & Security" link.

- 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](mailto: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.