

Court Security Grant - AmpliFund Instructions

Adding Users and Approvers

INVITE ADDITIONAL USERS AND APPROVERS TO COMPLETE THE GRANT APPLICATION

If you prefer to work with a team to complete your application, or if your grant requires that specific users complete certain sections, you can invite additional users to your organization. To add users you must be an Administrator user. The first user to register in an organization is an Administrator by default.

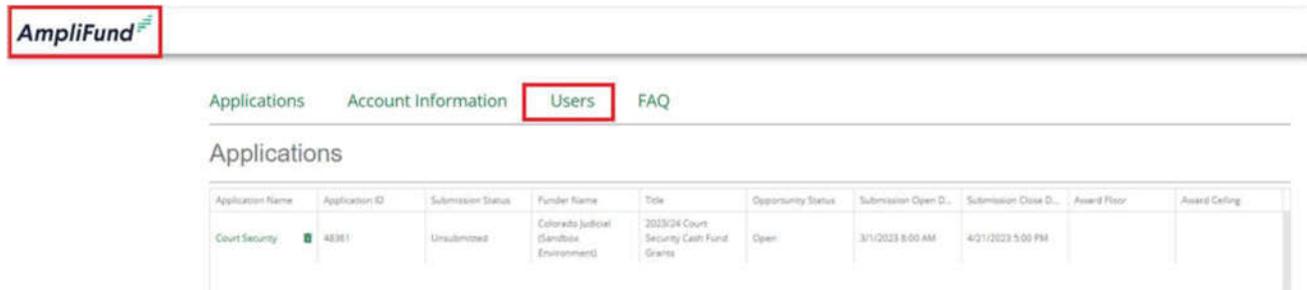
The statute governing the Court Security Cash Fund grant requires that the application be signed by 3 authorized representatives of the County's local security team. This includes each of the following individuals *or his or her designee* (Section 13-1-202(3) and 13-1-205(1), C.R.S.):

1. Chief Judge of the District Court (*see note below in red*)
2. County Commissioner or Manager
3. Sheriff

When you have completed the Application Forms and Budget, add each of these individuals as a user following the instructions below. Next, email those individuals asking them to use the link in the invitation email to login to AmpliFund and review and approve the application. Include the Approver Instructions for their reference.

NOTE: There is an issue within AmpliFund that prevents a Chief Judge from being able to approve grants in multiple counties due to some of the background structure of the system. Therefore, the application is asking for the Clerk of Court to certify that the Chief Judge and/or Court Executive have approved the request.

Click the **AmpliFund logo** in the upper left corner of the screen. Click **Users**. On some screens, the AmpliFund logo has been replaced with the State Judicial Department logo.



Click **+ Add User**



Add the **user's name**, **email address**, and any other contact information you would like to include. Required fields are marked with an asterisk (*). If this user should be adding additional users to AmpliFund, set their role to Administrator. Otherwise, the role can be left as Editor.