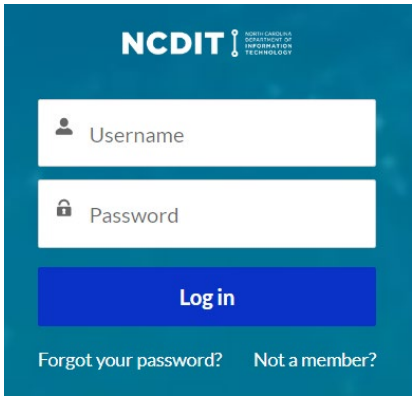
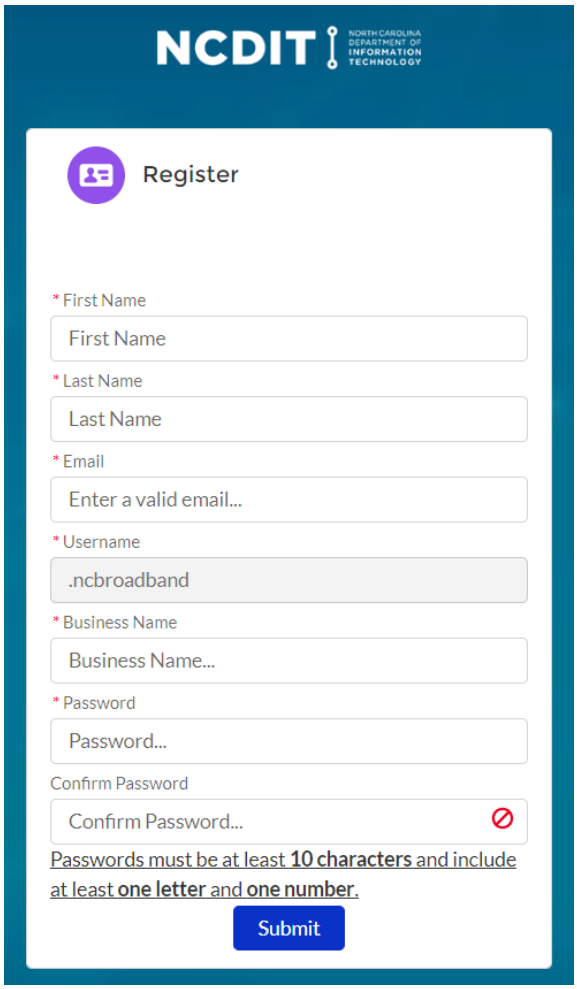
Digital Equity Grant Portal Registration and Application Creation

Registration

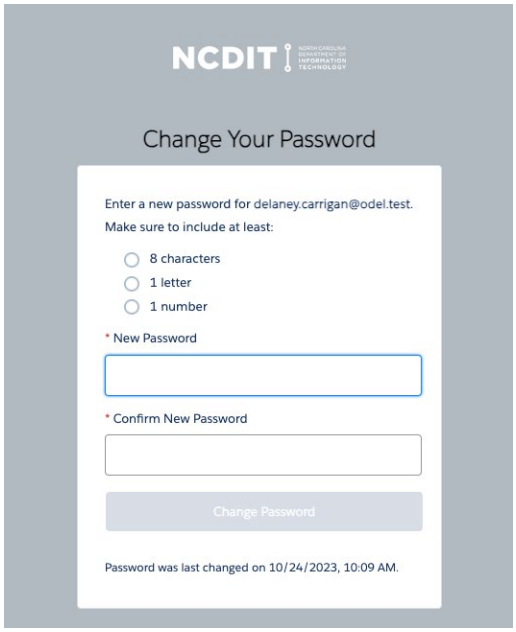
1. Go to the Digital Equity Grant Portal at https://ncbroadband.my.site.com/digitalequity.
2. Click **"Not a member?"** to start your registration.



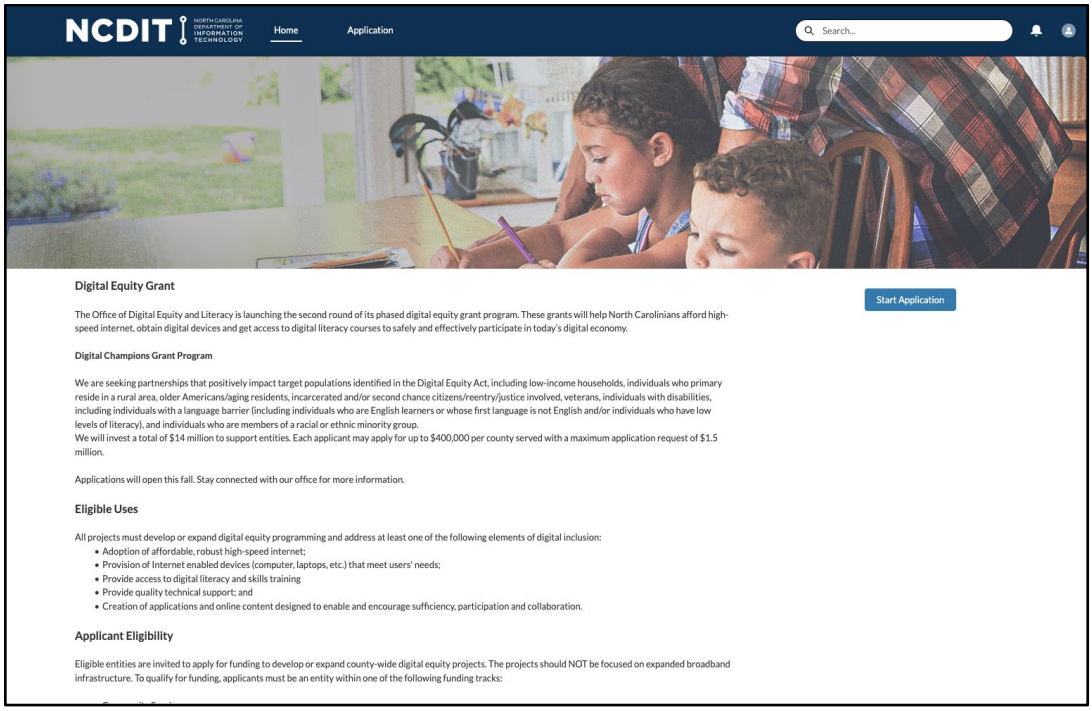
3. Complete the registration fields shown and click the **"Submit"** button.



4. Following your submission, you will see instructions directing you to check your email for a "Welcome to NCDIT Digital Equity Grants" email from digitalequity@nc.gov to finish registering.
5. Open the email from digitalequity@nc.gov and click the link and follow the steps to change your password.

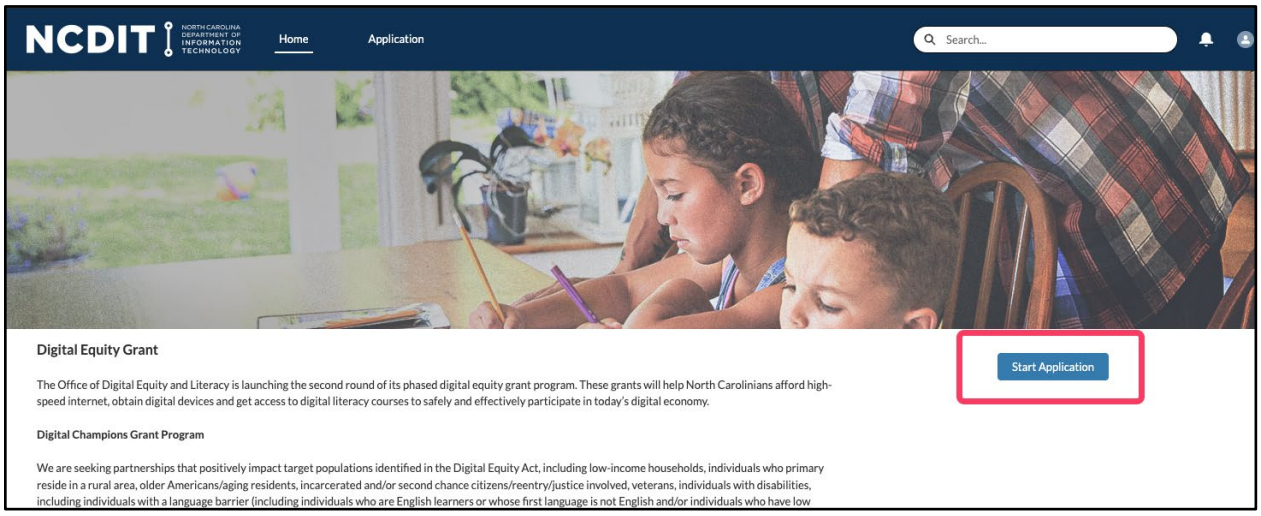


6. When you have logged into the NCDIT Digital Equity Grant Portal, you will see the following home screen.



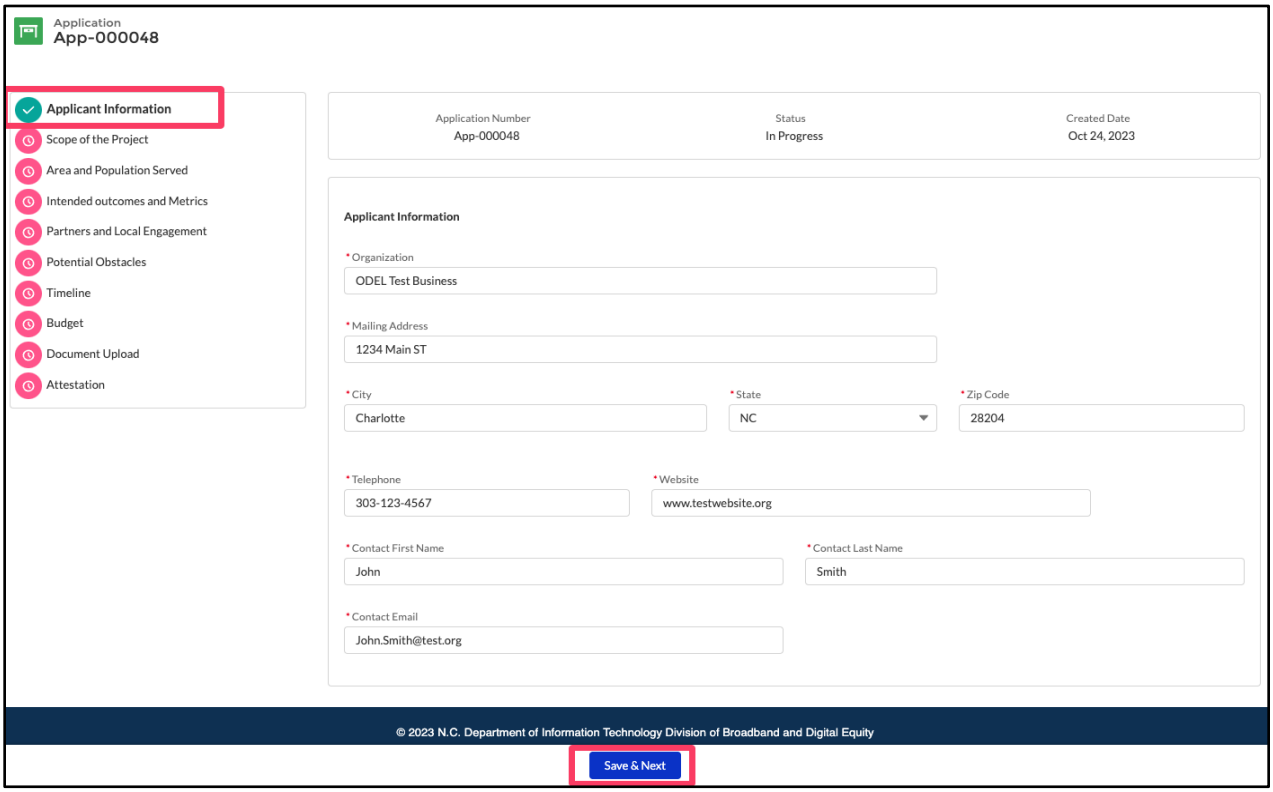
Start an Application

1. Click the "**Start Application**" button on the right side of the page to begin an application.



2. You will be navigated to the Applicant Information section of a new Application. Fill out all the fields in the Applicant Information section and click the "**Save & Next" button** at the bottom of the application to save your progress.

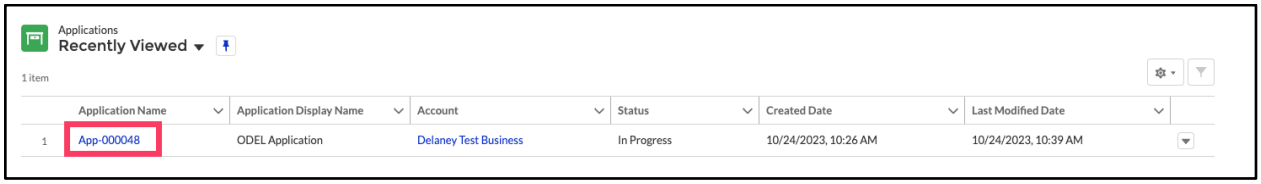
   NOTE: You should see the progress indicator next to the Applicant Information section turn green.



Return to an "In Progress" Application

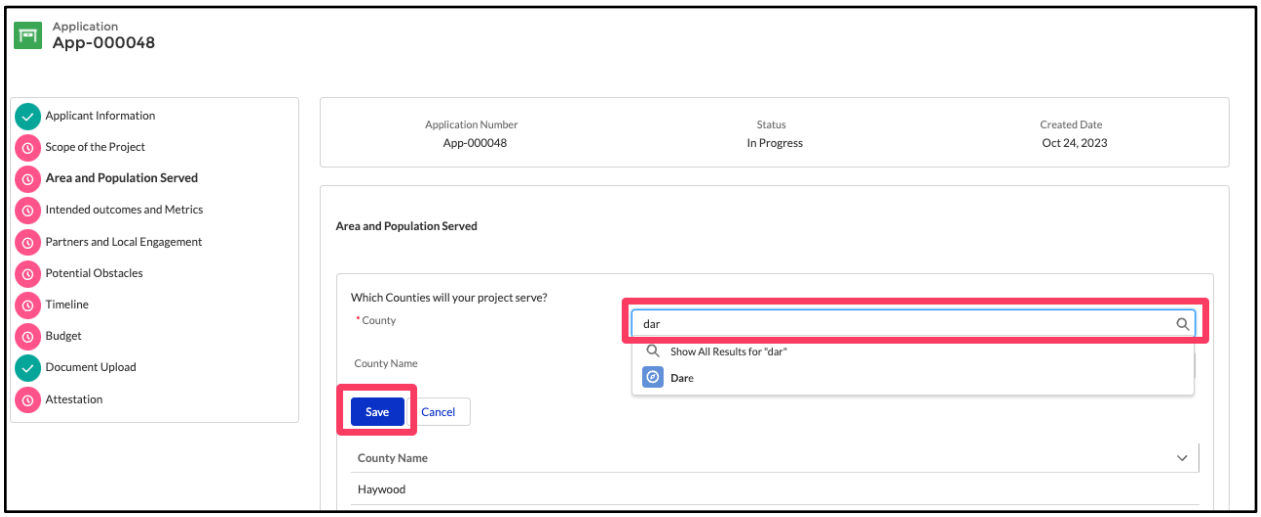
At any point in the application creation process, you may exit the application and return to it later for completion.

1. From the Home page, click the "**Application**" tab in the navigation bar.
2. Click the application name (App-#) on the List View to open the application and complete the information.



Add Counties and Priority Populations to an Application

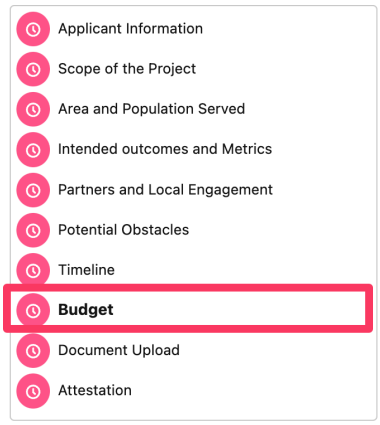
1. In the "Area and Population Served" section, to add Counties that the project will serve, locate the "Which Counties will your project serve?" Table.
    a. Click the **"Add"** button.
    b. In the "County" field, search for the name of the county to add. Click the **"Show all results for..."** dropdown item to search for counties meeting the search term.
    c. Once you have located a County to add, select it and click the **"Save"** button.
    d. Repeat steps 1a though 1c for each county you would like to add.



2. Next, locate the "Which priority populations will your project serve?" question. You can select multiple priority populations from the checkbox group.
3. When the section is completed, click **"Save & Next"** to save the application section.

Add Project Budget to an Application

1. The budget section provides fields to enter budget information.



2. Follow the instructions at the top of the page to download the personnel spreadsheet and complete the budget fields.
3. Complete the downloaded personnel spreadsheet and upload your completed personnel spreadsheet in the file upload field.
4. Complete the budget categories as needed.
5. Click the **"Save & Next"** button to save the budget section.

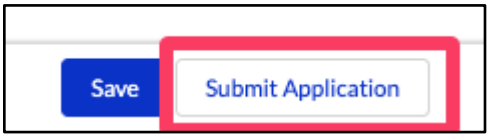
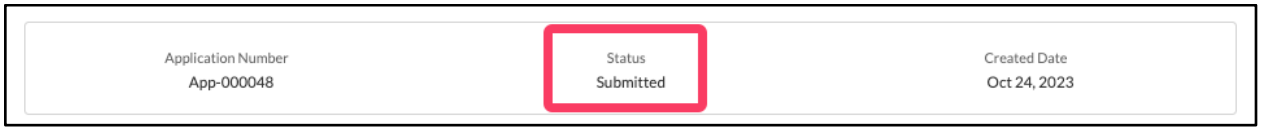
Upload Documents to an Application

1. Upload any documents in the document upload section of the application.

4. Click the **"Upload Files"** button and select one or multiple files to attach to the application.
5. Click "**Save & Next**" to save the file uploads and attach them to the application.

Submit an Application

1. If you have completed and saved all sections of the application, and have completed the Attestation section, the application can be submitted.
2. To submit your application, click the **"Submit Application"** button in the bottom center of the screen. In the confirmation popup, click **"Ok."**



3. Verify that the application status has been updated to “Submitted.” Once the application is submitted, you can no longer edit it.