1) How do I get started with the application?

a) Read the RFP and the Subgrant guidelines
b) Register for using online application (If you have already registered please do not re-register)
c) Wait for activation of your account by MBCC. When you will be activated you will be notified by an email, which usually takes five business days.
d) Print the Step-by-Step Instructions (top menu bar of the login screen) and use them to walk you through the application.

2) What if I forget my password?

Go to the login screen. Click the Forgot Password button. Your password would be emailed to your email account that you provided when you were registered.

3) Can I leave in the middle of an application?

Yes, you can leave in the middle of the application. You need to make sure that you save the current page before logging off. Your work will be saved up to that point. When you logon again, you can proceed with the application process where you left off.

4) If I leave the application without logging off will I be timed out?

Yes, the application inactivity timeout is 60 minutes. To be safe we recommend that you save your work by pressing the Save button, anytime you leave the system unattended for a few minutes.

5) If I have finalized my application and still need to modify my documents how do I do that?

Normally, we do not allow changes once an application is finalized. However, there may be situations where changes that are required are beyond our control. Only in those situations we will unlock the application for you to modify the application and refinalize.

The Print Draft button is provided to help you scrutinize the draft document before it is finalized and make any last minute changes.

Once the application is finalized please click on the pdf icon to create a final copy and then print it.