



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

- **Log in** to <https://yusa.smartsimple.com>.
- **Enable pop-ups.** This site uses pop-up windows. Please make sure that your web browser allows pop-ups for the site.
- **Add** grants@ymca.net to your email contacts list to ensure that you receive our emails.
- While using the portal, **don't** press the refresh button because doing so will log you out. Press **Save My Work** instead.
- Remember to make **Save My Work** your friend—and click it often.
- **Don't forget your application deadline dates!**

REMEMBER

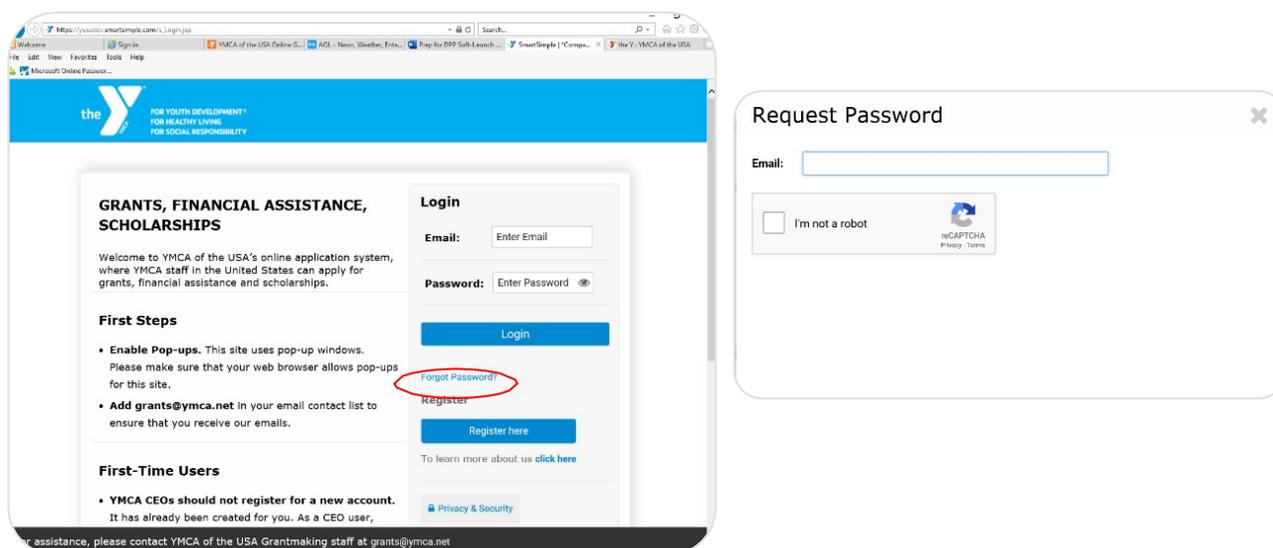
Applying for a grant, financial assistance, or scholarship is a **TWO STEP PROCESS!**

- **All** applications require CEO review and approval before submission.
- **All** applications must be submitted by the deadline.

REGISTRATION FOR 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:

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

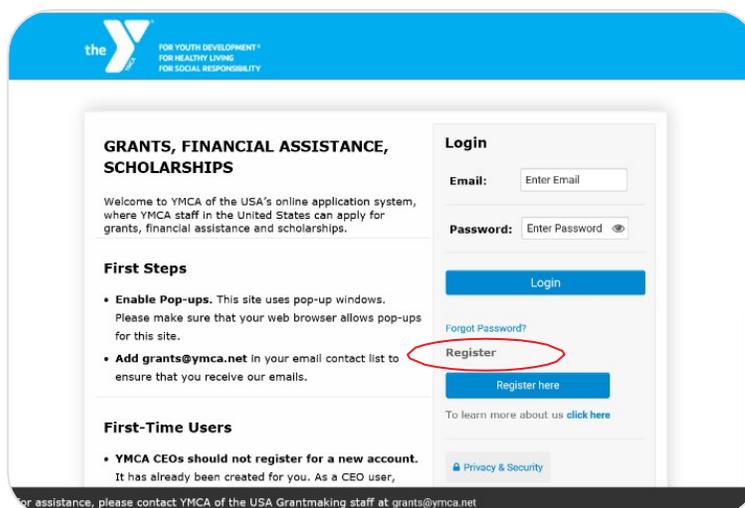


2. You will receive an email with a temporary password and a link to log back into the system. Navigate to yusa.smartsimple.com.
3. Enter your email address and new password in the screen that appears, and click Submit. To set your new password and access your account, use your primary email address from Manage Our Y Profile (MOYP).

REGISTRATION FOR NEW USERS

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

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



2. The applicant contact registration page appears. Begin by typing in your YMCA name. If your YMCA is already registered in the system, scroll down the list to select your YMCA.
3. Complete all the required (*) boxes in the registration contact form and click the Submit button.

* Y Name

Contact Information

Prefix

* First Name

Middle Name

* Last Name

* Address

Address 2

* City

* State

— Select One —

* Y Name

YMCA of the U

Y Number: 1579
Organization Name: YMCA of the University of Illinois
City: Champaign
State: IL
Mailing State (Long): Illinois

Y Number: 6113
Organization Name: YMCA of the Upper Pee Dee
City: Hartsville
State: SC
Mailing State (Long): South Carolina

Y Number: 3981
Organization Name: YMCA of the USA
City: Chicago
State: IL
Mailing State (Long): Illinois

NOTE

If your YMCA does not appear automatically, please contact Y-USA Grants Team for assistance. Email: grants@ymca.net.

4. 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.

the Y FOR YOUTH DEVELOPMENT®
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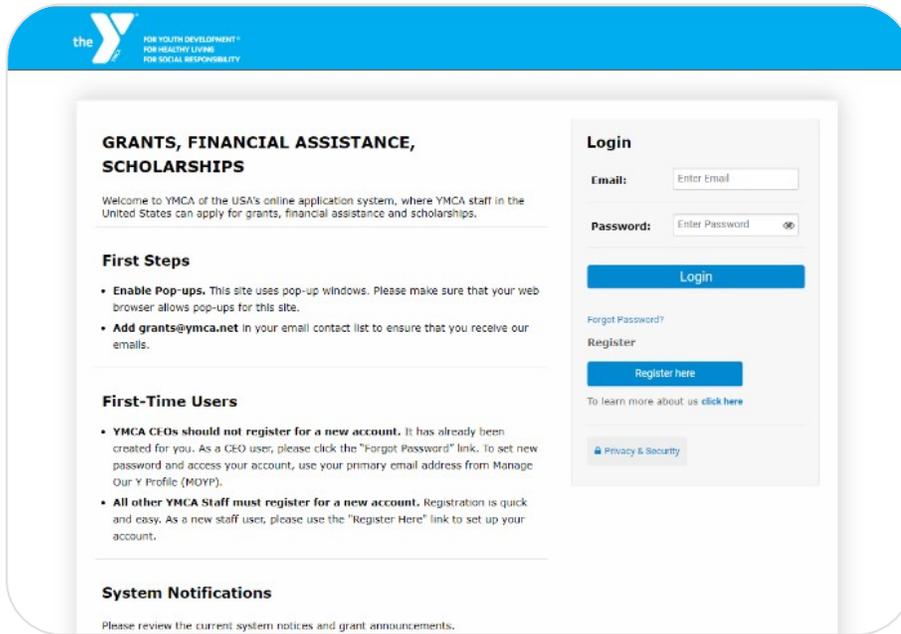
Registration Complete

Thank you for registering.

Your username and password will be emailed to you. [Click here to login.](#)

LOGGING IN TO THE SYSTEM AS A REGISTERED USER

1. 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 page has a blue header with the YMCA logo and the text "FOR YOUTH DEVELOPMENT", "FOR HEALTHY LIVING", and "FOR SOCIAL RESPONSIBILITY". The main content area is divided into two columns. The left column contains the following sections:

- GRANTS, FINANCIAL ASSISTANCE, SCHOLARSHIPS**
Welcome to YMCA of the USA's online application system, where YMCA staff in the United States can apply for grants, financial assistance and scholarships.
- First Steps**
 - **Enable Pop-ups.** This site uses pop-up windows. Please make sure that your web browser allows pop-ups for this site.
 - **Add grants@ymca.net** in your email contact list to ensure that you receive our emails.
- First-Time Users**
 - **YMCA CEOs should not register for a new account.** It has already been created for you. As a CEO user, please click the "Forgot Password" link. To set new password and access your account, use your primary email address from Manage Our Y Profile (MDYP).
 - **All other YMCA Staff must register for a new account.** Registration is quick and easy. As a new staff user, please use the "Register Here" link to set up your account.
- System Notifications**
Please review the current system notices and grant announcements.

The right column contains the login form:

- Login**
- Email:** Enter Email
- Password:** Enter Password
- Login** button
- Forgot Password?** link
- Register**
- Register here** button
- Privacy & Security** link

2. 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)
3. Click Login. You are now on your home page.

FORGOT YOUR PASSWORD?

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