

SmartSimple Portal Instructions

How to Register and Submit a Proposal for a Contract Opportunity

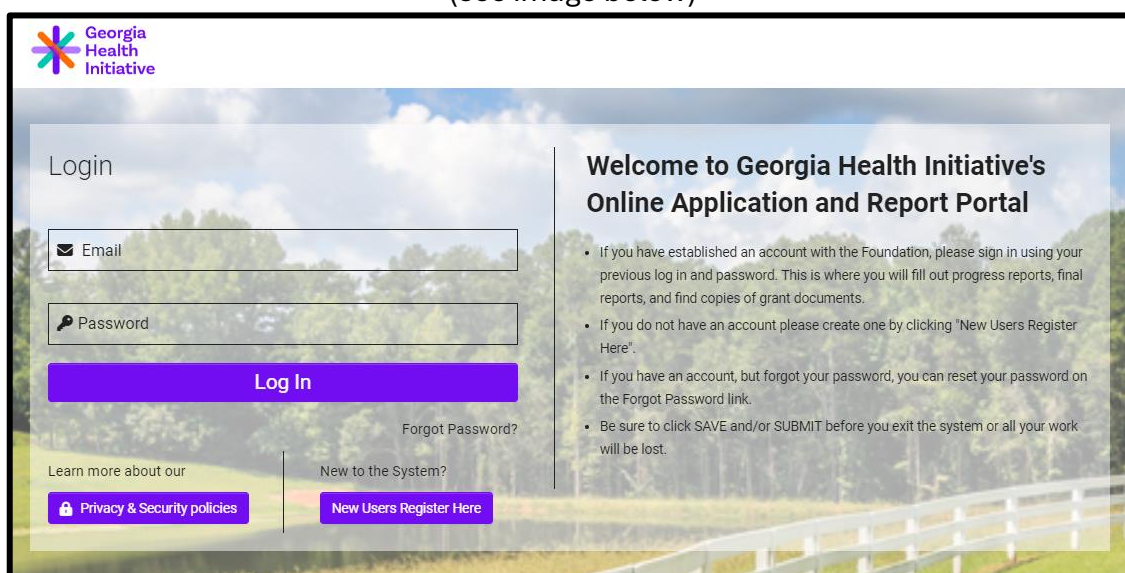
Below are detailed instructions on how to access and use the SmartSimple system when submitting a proposal in response to a contract opportunity with Georgia Health Initiative.

Step 1 begins with instructions for those who do not yet have a SmartSimple account and provides a walkthrough of how to register and receive credentials to access the system as a contractor.

If you already have a SmartSimple account, you can jump down to Step 2, which provides instructions on how to upload and submit documents required as part of your proposal for the current contract opportunity.

Step 1: New User Registration

1. Visit https://georgiahealthinitiative.us-1.smartsimple.com/s_Login.jsp?lang=1&prole=0
(see image below)



2. To create an account, click on the **“New Users Register Here”** button that will take you to the Registration Page.
3. Once on the Registration page, you will be given the option to select your organization type. Please note that you should select **“Contractor”** when registering to submit a proposal in response to a contract opportunity (see image below). This should be your selection regardless of if/whether your organization fits the description of a non-profit organization, public health entity, government entity, or any other type.

Registration

I am applying as:

- Non-Profit Organization**
Register yourself and your organization.
- Fiscally Sponsored Entity**
Register yourself and your organization.
- Government**
Register yourself and your organization.
- Quasi Government**
Register yourself and your organization.
- Public Health Entities**
Register yourself and your organization.
- Universities**
Register yourself and your organization.
- Contractor**
Register yourself and your organization.

4. After selecting **Contractor**, you will see a textbox field after the instructions to search for your organization within the database (see image below).

Organization Information

i Instructions

Enter the name of your organization. As you start typing a name, our database will suggest a match then click on the name.

Please make sure that all required fields (red asterisk) are completed and the CAPTCHA is checked at the bottom of the page.

If you can't find your organization, [click here](#) to look for your organization via the IRS database.* Enter the name of your organization. As you start typing a name, our database will suggest a match then click on the name.

If your organization can't be found in the IRS database, [click here](#) to add it in.

If you would like to return back to the main login page, [click here](#).

* Organization Name

fakej

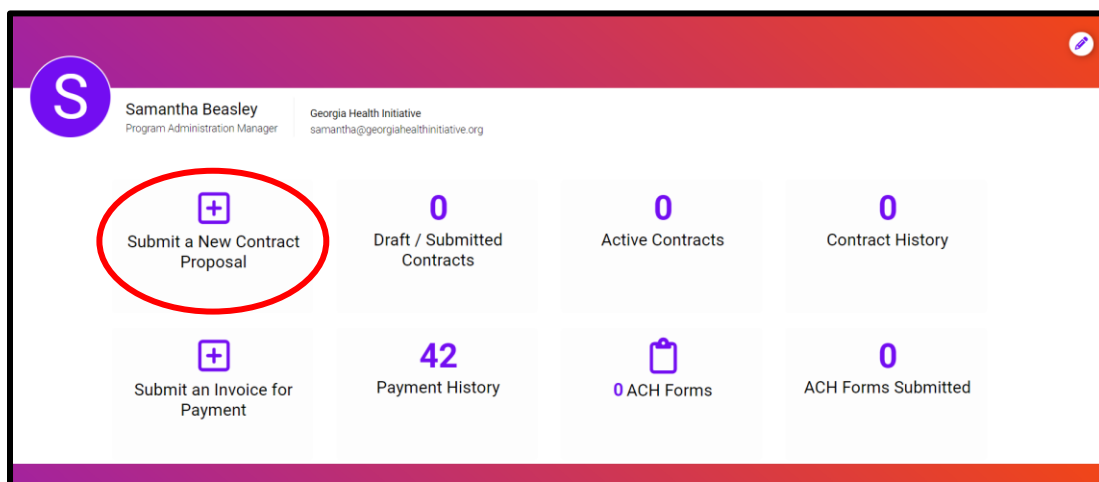
Organization Name: Fake Organization A
City: atlanta
State: GA
Zip Code: 30303

5. Type in the name of your organization to see if you are already within the SmartSimple database. If so, SmartSimple will allow you to select your organization. Once you have selected your organization, complete the '**Contact Information**' section, check off the **I'm not a robot** box and hit the **Submit** button.

6. If the name of your organization does not prepopulate within the SmartSimple database, select the **‘Click Here’** label within the instruction box to add it to the system. Complete all the mandatory fields in the **‘Organization Information’** and **‘Contact Information’** section. Check off the **I’m not a robot** box and hit the **Submit** button to send the form.
7. After registering, you will receive a confirmation email with a link embedded. If you do not receive an email after a few minutes, please check your email junk folder.
8. Once you receive the confirmation email, click on the link provided to create your password. Please note that the link will expire after 5 minutes. Then follow the steps in the **Login Page** section of this document to enter the system. You are now ready to proceed to Step 2 to submit your materials to respond to this contract opportunity.

Step 2: Submit Your Proposal for a Contract Opportunity

1. Log into SmartSimple using your credentials: https://georgiahealthinitiative.us-1.smartsimple.com/s_Login.jsp?lang=1&prole=0. If you have forgotten your password, click on **‘Forgot Password?’** and follow the prompts to reset your password.
2. After logging into your account, you will be routed to your home page. This is where you will be able to submit a proposal for the contract opportunity in compliance with all requirements.
3. Select **‘Submit a New Contract Proposal’** to begin the process of submitting your proposal in response to this contract opportunity (see image below).



- Once you are on the next screen, use the drop-down function for the first field to find the contract opportunity for which you are submitting your proposal (see image below).



The screenshot shows a web interface with three tabs: 'DETAILS', 'ATTACHMENTS', and 'REVIEW'. The 'DETAILS' tab is active. Below the tabs, there is a section labeled '* Contract Opportunity'. Underneath this label is a dropdown menu with the text 'Select One' and a downward-pointing arrow.

- When beginning a new proposal, click '**Save Draft**' before uploading any attachments. Please note that at any time while you are working on your submission, you can click '**Save Draft**' to save the information and return to finish it later if needed. If so, note that when you log back into SmartSimple, your draft proposal will appear under '**Draft/Submitted Contracts**'. You can then return to your proposal in progress and save again or submit once final.

Please Note the Following:

- Once you hit the "Submit" button for your proposal, you will not be able to return to the document to make any changes or further edits.
- Only one proposal should be submitted on behalf of an organization. Please ensure that only one person from your organization submits a proposal in response to this contract opportunity through the SmartSimple system.

For questions or assistance, please contact Rochelle Heard, rochelle@georgiahealthinitiative.org.