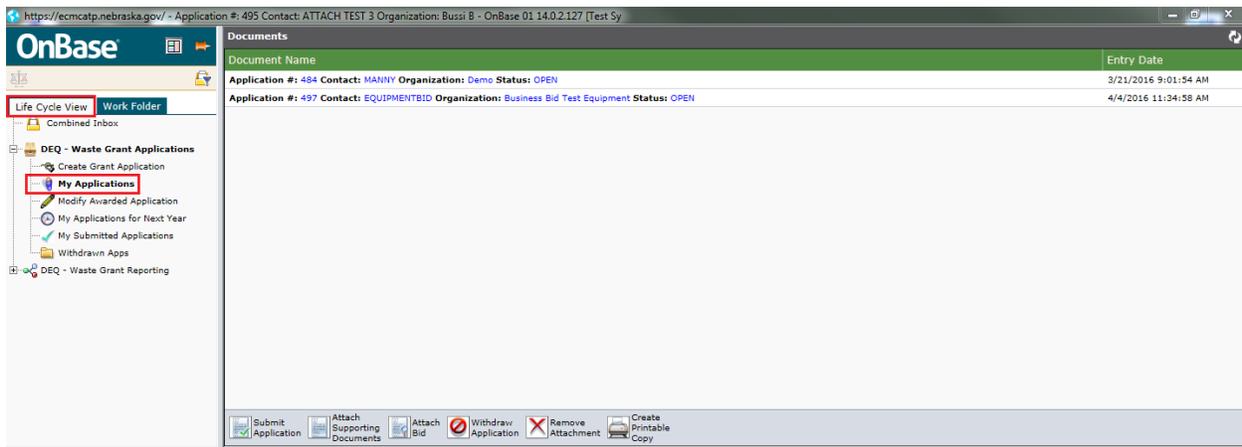


How to Fill Out an Application

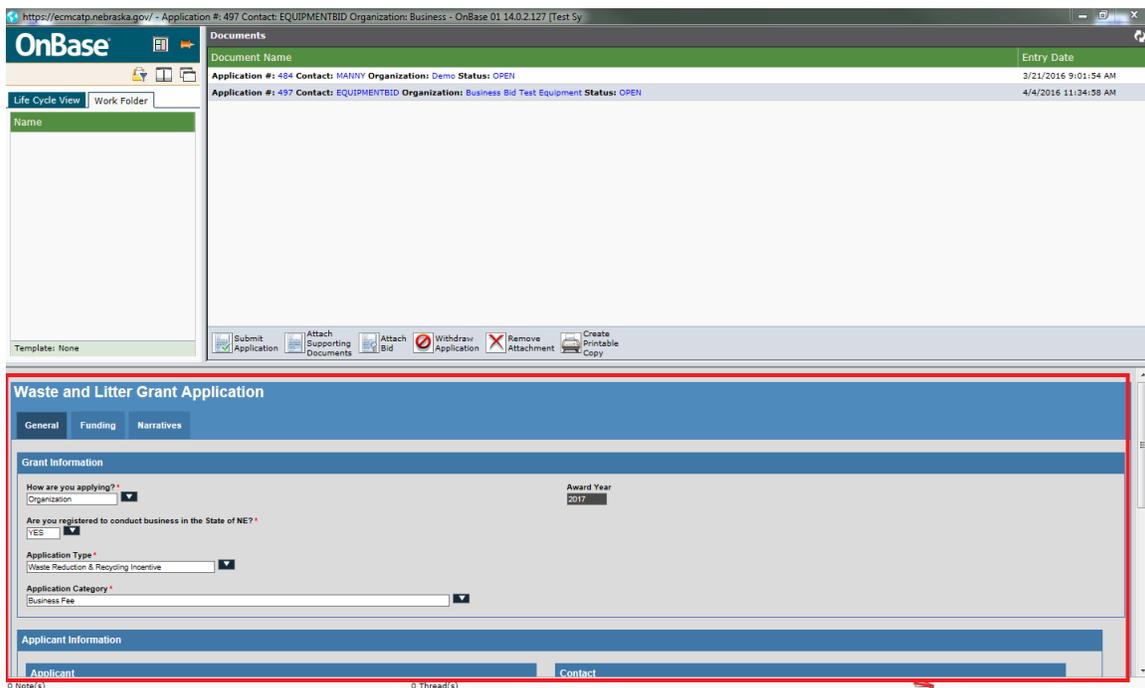
Before filling out an application, please refer to the Application Process information pertaining to the grant you are applying for.

<http://deq.ne.gov/NDEQProg.nsf/OnWeb/DistAid>

1. After signing into OnBase, click on the **Life Cycle View** tab and select **My Applications**



2. After selecting your application you will be able to fill in the required fields in the application that appears. *You can expand the application by moving the cursor over the separating line between the documents and applications section until you see a double arrow.*



Remember to save your work often, recommended every 15 minutes. The application may time out due to inactivity after 90 minutes without notification and without prompting you to save. To save your work: scroll to bottom of the page and click on the *Save* icon.

Please fill out each tab on the application before saving.

Save

Note: The Save button does not submit the application.

3. Fill out all of the required fields under each of the tabs. You may wish to type up your responses to the narrative questions in a separate document. This will help prevent you from being Timed Out of you OnBase and also ensure that you have another copy of your responses. You can then copy your responses from the document and paste them into the OnBase narratives fields. (Fields cannot be left blank so you will have to paste your responses into OnBase if using this method. Simply attaching the document without filling out the OnBase required fields will not work and therefore your application will not be accepted)
4. After all of the required information in your application is filled out you are ready to attach your supporting documents. Please refer to the next section **“How to Attach Supporting Documents”**. (If no supporting documents are required for your application you can go **“How to Submit an Application”**)