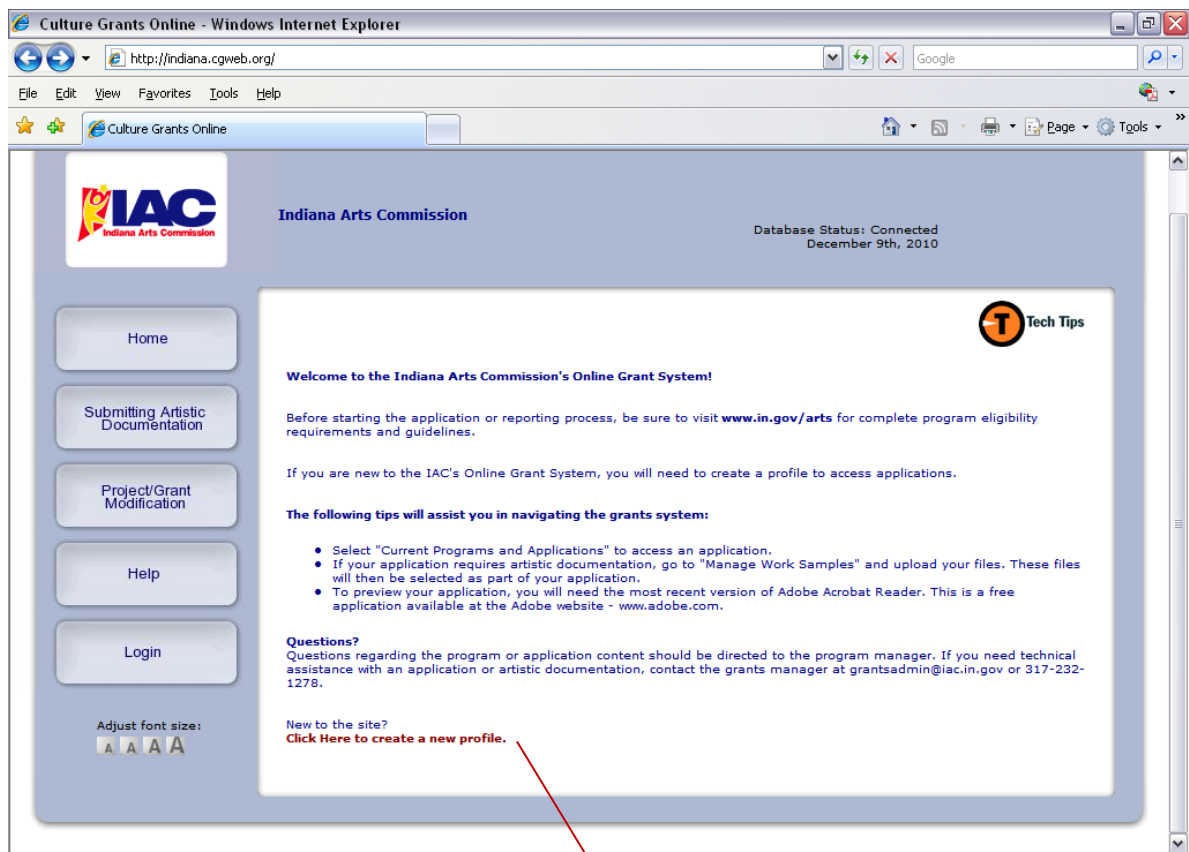


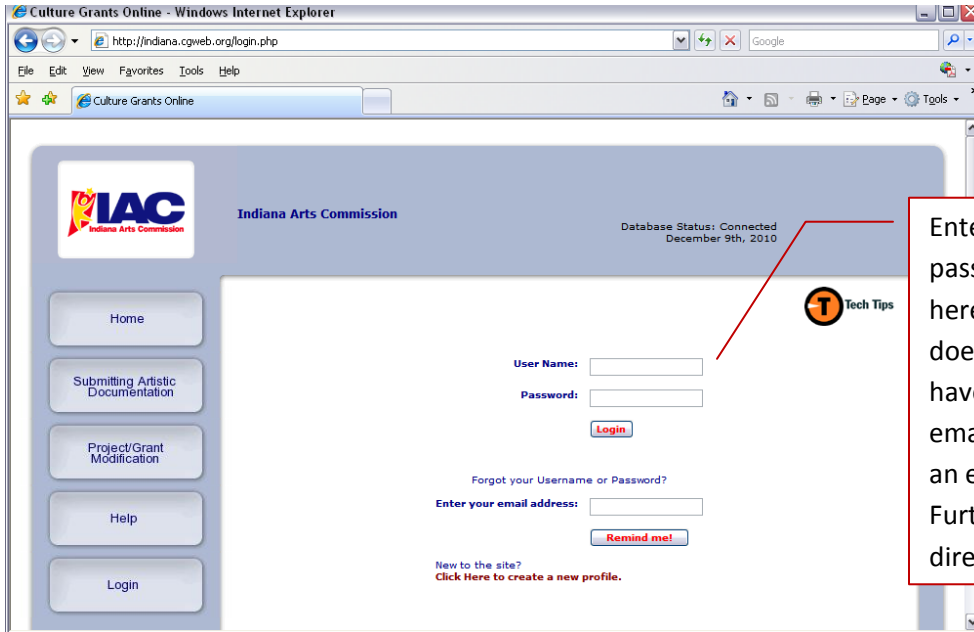
## Accessing the IAC Online System (CGO) as an Applicant

1. Go to <http://indiana.cgweb.org> OR log on to [www.in.gov/arts](http://www.in.gov/arts) and select “Access Online Applications & Reports” from the left navigation and follow the links provided.
  - a. Applicants that are new to the IAC online system will click on “Click Here to create a new profile” on the bottom of the welcome page. The profile will allow applicants to select a username and password to use each time they log into the system. All items with a red asterisk must be complete before the applicant can complete the profile. *Note: Each user(individual or organization) should create only ONE username and password.*

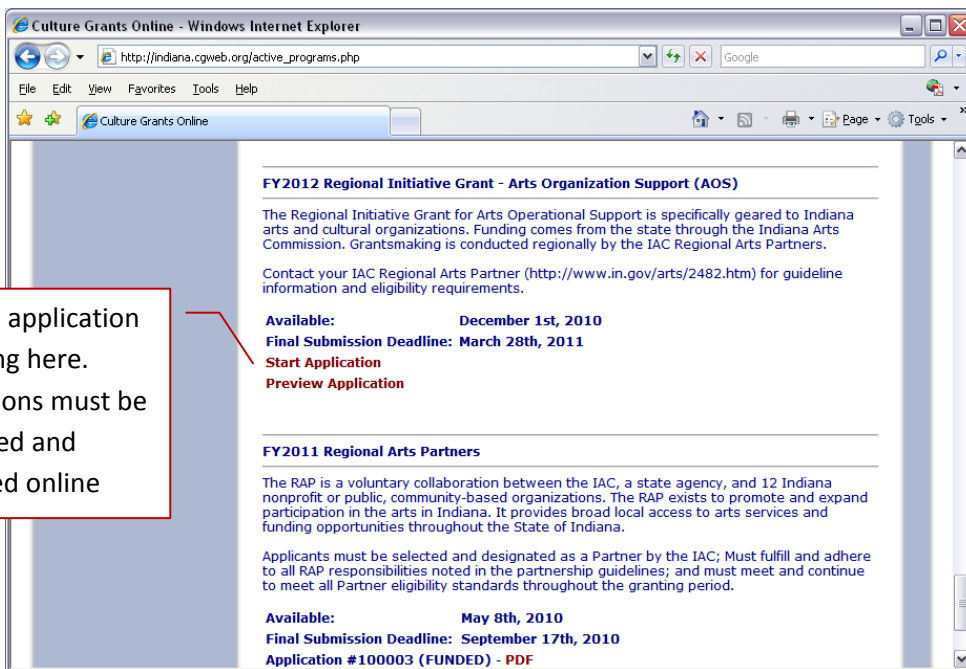


Create a new profile by clicking here. Only have applicants create new profiles if they have never applied. Organizations should have one profile that is shared by all staff. If they create more than one profile, they will be able to start more than one application and those applications cannot be combined without them having to redo the data entry.

- b. Returning applicants will select “Login” and enter a username/password.
- c. If applicants forget the username and password they registered with, enter the email address and select the “Remind Me” button to have the login information emailed to them. The IAC can also look up this information.



- 2. Once an applicant logs into IAC online system, they will click “Current Program and Applications” in the left navigation and scroll down until they see the header for the specific program/region. Underneath the header, there will be a link to the application.



## Exhibit B

- a. After the application is started, the link will change to say “In Progress”.
- b. Applicants can log in and out of the system as often as they wish to work on the application. Each time you enter the system, select the application “In Progress” to get back into the editable application.
- c. Applicants must save often, especially when a page is completed or they log in/out of the system.
- d. The “PDF” link is available to provide a preview of the application as the panelist will view it. Keep in mind that applications must be completed and submitted online and the PDF is just for reference.



The Edit Application link will take applicants to the online application. This is where they must complete and submit the application.

The PDF link will take applicants to a PDF preview of their application that can be saved or printed. Panelists review the applications in this format. We suggest having applicants proof their applications in this format. The PDF cannot be edited.

3. RAPs that need assistance with passwords/have questions about the online system can contact April Blevins at 317-232-1278. Applicant questions should be directed to the RAP.