

How to apply for CARES Act funds:

- 1- Visit portal/link to application process. *Please make sure pop up blocker is off.
- 2- In the top right-hand corner of your screen, click 'Register' if you are a new user, or click 'Login' if you are an existing user.
 - a. If you are a new user: fill out all the required fields, the reCAPTCHA, and then click the 'Submit' button. You must choose your own user ID and password.
 - b. Once this is complete, you will be back on the main screen. In the top right-hand corner of this page, click 'Login'.
- 3- Once you are logged into the system, in the top right-hand corner, click 'CARES Application Dashboard'.
- 4- Seven (7) Sections will be displayed on the screen. Carefully read each section, as they will hold all the information you will need to complete your application. Individual sections do not have save points, please be prepared to complete each section in full. In between sections you may stop, leave the site, and re-enter to complete subsequent sections.
 - a. After you complete Section 1 and click 'submit', you will be presented with your application case number. Be sure to take note of your application case number, which will begin with CS00.
 - b. Once you have noted your case number, click on 'CARES Application Dashboard' in the top right-hand corner of the screen and proceed to Section 2.
 - c. Throughout your application process, you may see additional case numbers issued. These are for Boone County internal use only. The first application case number you are issued is your application case number that should be recorded.
- 5- If you get an error during processing of your application, you may go to the support portion of this website, located on the left-hand side under 'Request Help,' and create a support ticket.
 - a. Click 'General Inquiry.'
 - b. Fill out the fields, and someone will get into contact with you when they are able.
 - c. If you have already submitted a case, please include the application case number.

Section Directions:

- 1- CARES Act Acknowledgement – please read this page and use any of the provided links for references and frequently asked questions (FAQs).
 - a. Click the 'Acknowledgement' box at the bottom and then click the blue submit button on the right side of the page.
 - b. This will create an application case number. Please record it for future reference. This system uses application case numbers for transactions. It is important to document your original application case number for reference in future steps.
 - c. Once this is complete, click the 'CARES Application Dashboard' again in the top right-hand corner of the screen and move on to Section 2.
- 2- CARES Act Application – Please complete each box in this section.
 - a. For your Active Case Number, click the drop-down box and you can select your active application case.

- b. Please make sure you attach the required documentation listed; missing documentation will lengthen the time it takes for us to process your application.
 - c. Once this is all complete, hit the blue submit button on the right-hand side and move on to section 3.
 - d. After submission of section 2, and subsequent sections, you will receive an email from the system acknowledging successful submission.
- 3- Create Additional Contact
 - a. If you have additional contacts for your organization, please enter them here. If you do not, skip this section.
- 4- Direct Deposit Authorization
 - a. Active Case Number will be available in the drop-down box in the 'Active Case Number' section.
 - b. Complete this form in its entirety, making sure to be as accurate as possible.
 - c. Once all these fields are filled, click the blue submit button on the right-hand side of the screen and move to section 5.
- 5- W-9 Request
 - a. Select your case from the drop-down box that says, 'Active Case Number.'
 - b. If you have not already filled out and scanned in a signed copy of your W-9 form, click the link that says 'Here' at the top of the screen. Fill out all the fields on the IRS FORM W-9. If you have a signed W-9 saved, please skip to step d.
 - c. Once you have completed the W-9 form, please print the document for signature. When you scan in your signed document please save your document in PDF format and name your document in this standard: "ApplicantNameW9," where "ApplicantName" is the name of your business entity.
 - d. Click the big paperclip by 'Add attachments' just below your case number and upload the file you just saved.
 - e. Click the blue 'Submit' button on the right-hand side of the screen. If you have invoices and/or payroll records to upload, please proceed to section 6 and/or 7. If you do not have invoices or payroll records, this will complete your application process.
- 6- Invoices
 - a. Select your case from the drop-down box that says, 'Case Tied to Invoices.'
 - b. Click the big paperclip by 'Add attachments' just below your case number and upload all relevant invoices for the funds you are requesting. These invoices MUST add up to the amount of money you are requesting in this application. If your application involves a request(s) for future funding, this section is not required at the time of application. If your application is approved, this is the section you will return to for reimbursement requests.
 - c. You will receive an e-mail from the system after submitting an invoice that contains an additional case number. You can disregard this new case number as it is only for internal Boone County processing.

7- Payroll Spreadsheet

- a. Please click 'HERE' to download the template & fill it out.
- b. Select 'Case Tied to Payroll.'
- c. Add any notes pertinent to this case (optional).
- d. Click the big paperclip by 'Add attachments' just below your case number and upload the completed spreadsheet for the funds you are requesting relating to payroll.
- e. Click the blue 'Submit' button on the right-hand side of the screen. You have successfully applied for CARES Act funding!
- f. After submitting payroll documentation, you will receive an e-mail from the system that contains an additional case number. You can disregard this new case number as it is only for internal Boone County processing.