# Instructions for Navigating Philanthropy Online to Complete Applications

The following are instructions for accessing any applications that are available:

* **Access**:  <https://pol.greatermilwaukeefoundation.org/login.go>
* **Login**
* You will be brought to the Welcome page (also states “My Account Home” on the page)
* Click on “**CLICK HERE**” (a red link under the OPEN GRANT APPLICATIONS title)
* This will provide you with a list of all the applications that are available
* Scroll down the page to the application you want to complete
* Click on the title and the application will open up

Please do not forget to save every few minutes as you go through the application so you do not lose the information you enter and select **SUBMIT** **PROPOSAL** once you have completed the application. **You will receive a confirmation email that lists the questions that you completed for your record.**

In the case that you have begun the application, have logged off but have to log back in to complete it, please follow the following instructions:

* **Login** to the site (<https://pol.greatermilwaukeefoundation.org/login.go>)
* Once logged in the WELCOME PAGE (My Account Home page) will appear
* Scroll down the page
* Identify the name of your application underneath the ORGANIZATION PROPOSALS section (green title on right side of the page)
* Click on the project name in blue
* Continue to complete all sections
* Select **SUBMIT PROPOSAL**
* **You will receive a confirmation email that lists the questions that you completed for your record**