

eCivis Portal

Reviewer User Guide

Table of Contents

About eCivis Portal	3
Creating an Account	3
Completing Your Assigned Reviews	6

About eCivis Portal

For programs distributed through the eCivis Portal system, reviewers have a one-stop shop to manage their lists of applications to review.

The chapters that follow will walk through the application process step-by-step.

If you have any questions or experience any issues along the way, it is recommended that you reach out to your program contact.

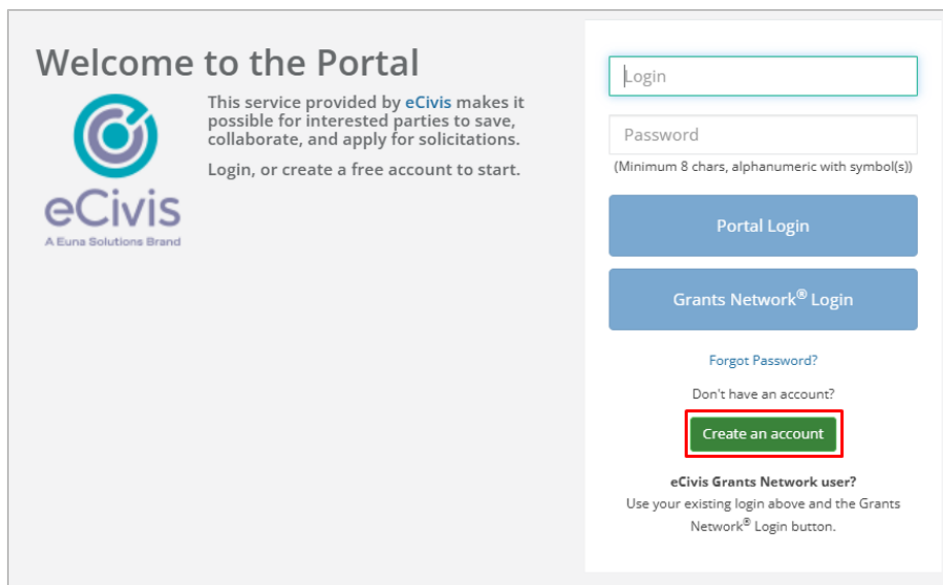
Creating an Account

To manage Reviews, you will need to set up a Portal account at <https://portal.ecivis.com/#/login>.

(Use the “Forgot Password?” link if you have an account but need to reset your password)

***Note:** eCivis *Grants Network* users can use their Grants Network credentials, click Grants Network Login, and skip to the “Setting up your account profile information in ‘My Profile’” instructions below. (If you need to reset that password, visit <https://gn.ecivis.com> and click the “Forgot Login Info” link at that page)

1. Click “Create an account”



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

eCivis
A Euna Solutions Brand

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

2. Enter your name, email, and desired password. Then click “Sign Up”

New Account Signup

Welcome to the grant application portal.
This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.

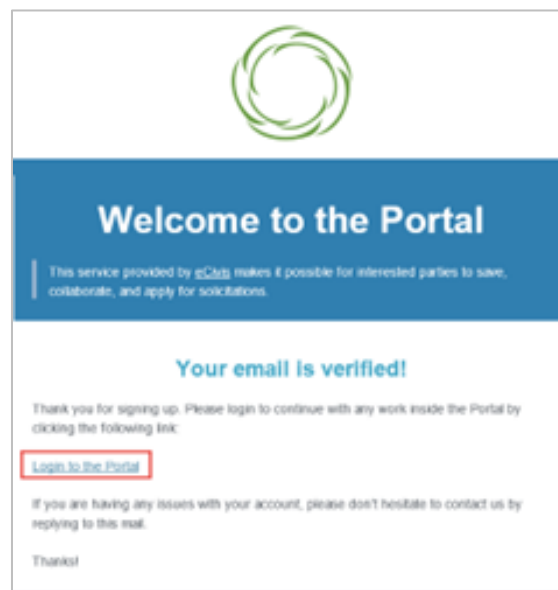
Perfect

Sign Up

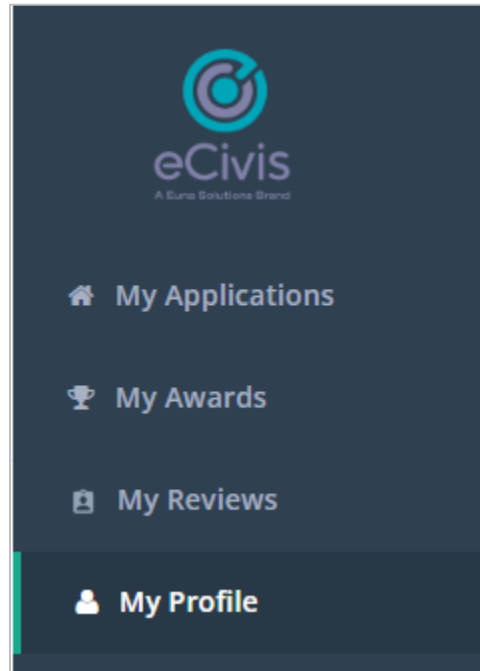
[← Back to Login](#)

3. This will send you a confirmation email. You will need to click on the Portal link within that confirmation email to activate your account:

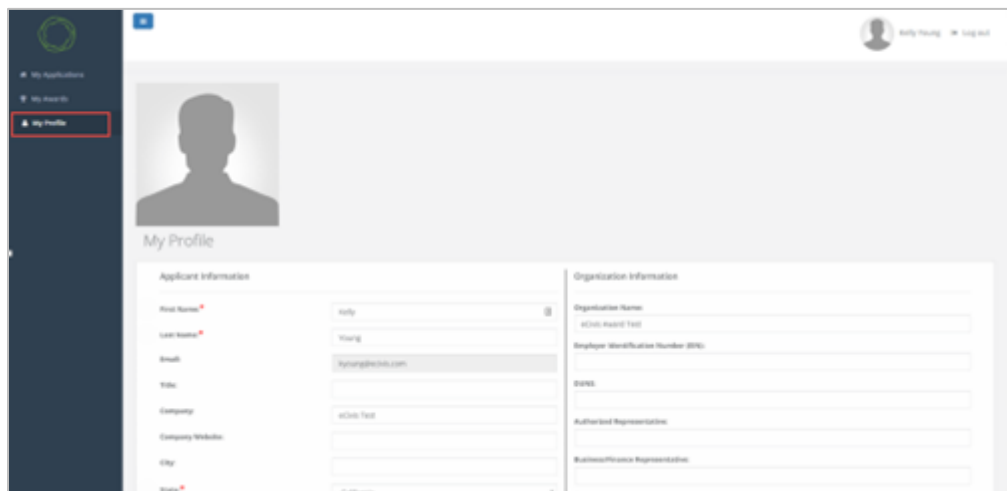
***Note:** If you do not see this email within a few minutes, check your spam/junk folder in your email inbox.



2. When you log into Portal, you will see a navigation bar on the left of your screen. You will need two of these sections:



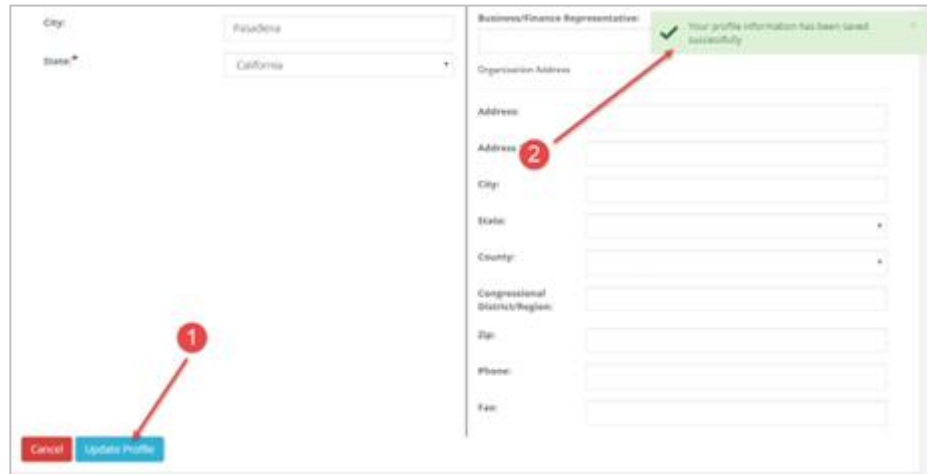
- a. My Reviews: Gives you access to all assigned reviews across multiple programs
 - b. My Profile: Gives you access to your profile information.
3. Managing your account profile information in “My Profile”
 - a. Your name and email are recorded on this page and can be edited at any time.



The image shows a screenshot of the 'My Profile' page in the eCivis portal. The page is divided into two main sections: 'Applicant Information' and 'Organization Information'. The 'Applicant Information' section includes fields for First Name, Last Name, Email, Title, Company, Company Website, City, and State. The 'Organization Information' section includes fields for Organization Name, AUSA Award Year, Employee Identification Number (EIN), EIN, Authorized Representative, Business/Finance Representative, and Business Address. The 'My Profile' menu item from the navigation bar is highlighted in red in the top left corner.

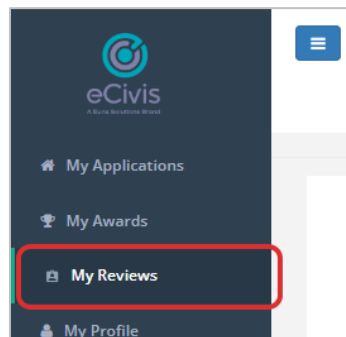
- b. Then, click on the “Update Profile” button on the bottom of the screen

c. A green success message should appear in the top right corner of your screen:



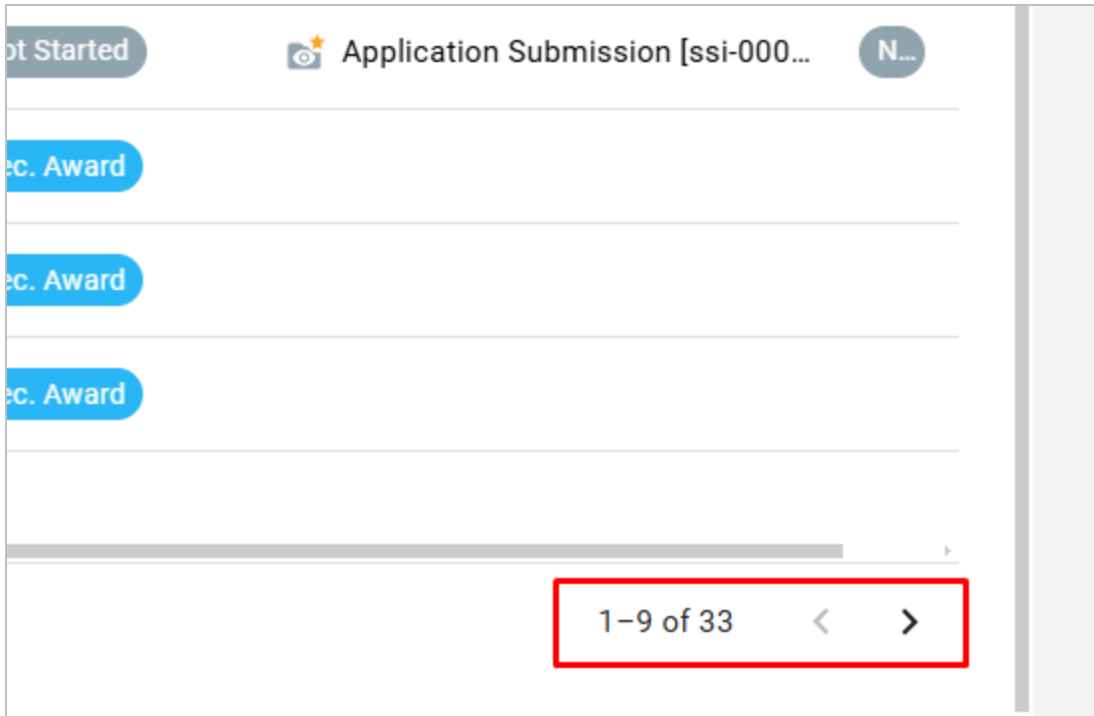
Completing Your Assigned Reviews

1. In Portal, locate the My Reviews selection from the left-hand navigation bar.



2. To navigate a large list, you may re-order or flip to the next page of applications

Reviews					
Submitter	Application (Project Title)	Application Status	Active Stage	Stage Status ↑	Last Edited
City of Euna	Small Business Regional Support FY2022 [apl-000009]	In Progress	Evaluation Process [ecl-000006]	Not Started	11/08/2022



3. Click on the Application ID you wish to review. The stage status will show “Not Started” if you are just beginning your review.

Reviews					
Submitter	Application (Project Title)	Application Status	Active Stage	Stage Status ↑	Last Edited
City of Euna	Small Business Regional Support FY2023 [api-000003]	In Progress	Evaluation Process [esi-000006]	Not Started	11/08/2023

4. Click Edit Button next to the Review Form you wish to fill.

Application [api-000165]

- Application [api-000165]
 - Eligibility Check
 - Eligibility Review Form
 - Review by Jane D.

Project Team

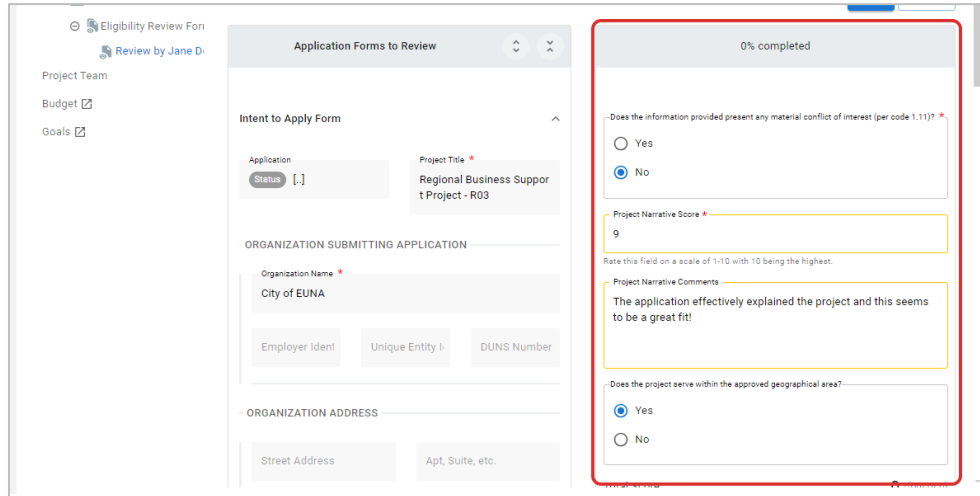
Budget

Goals

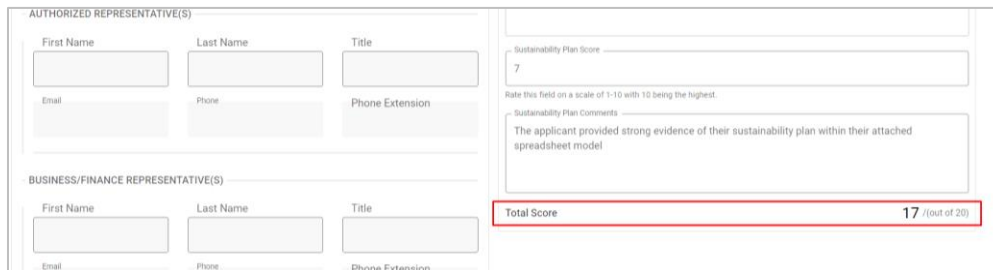
Entity	Type	Completion	Status	Actions
Application [api-000165]	Application Instance			
Eligibility Check [esi-000334]	Evaluation Stage			
Eligibility Review Form [rfm-000739]	Review Form(s)			
Review by Jane Doe [rfi-000495]	Review Content	0%	Not Started	EDIT

- View the “Application Forms to Review” on the left-hand side of the screen (using the expand/collapse arrows, when necessary, to navigate multiple forms).

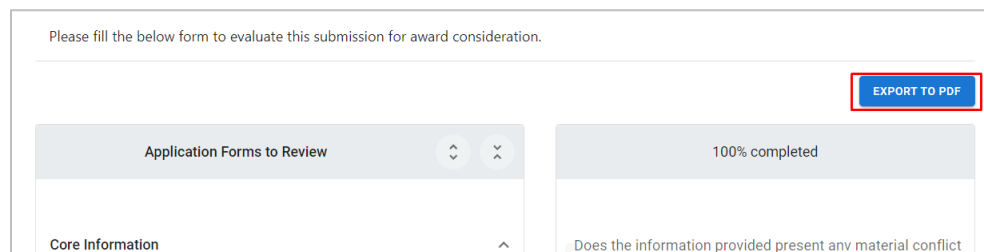
Provide feedback using the Review Form fields on the right.



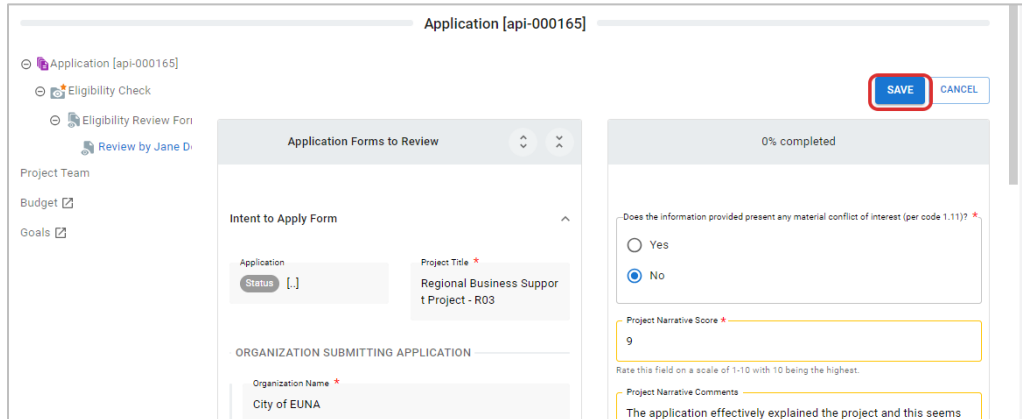
***Note:** If the Review Form is built with scoring fields that add up to a total score, you will see the “Total Score” value at the bottom of the form.



- To export a copy of the filled Review Form to PDF format, click “Export to PDF” from the top-right corner of the page

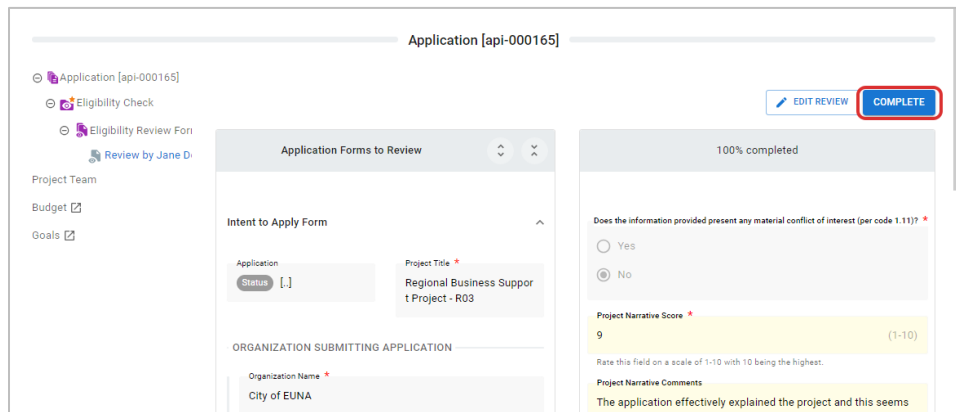


7. Click Save once edits are complete.



The screenshot shows the 'Application [api-000165]' review page. On the left, a sidebar contains navigation options: Application [api-000165], Eligibility Check, Eligibility Review Form (with a sub-link 'Review by Jane D.'), Project Team, Budget, and Goals. The main content area is titled 'Application Forms to Review' and is currently at '0% completed'. It features an 'Intent to Apply Form' with fields for 'Application' (Status: [.]), 'Project Title' (Regional Business Support Project - R03), and 'ORGANIZATION SUBMITTING APPLICATION' (Organization Name: City of EUNA). On the right, a '0% completed' progress bar is shown above a form with a question: 'Does the information provided present any material conflict of interest (per code 1.11)?'. The 'No' radio button is selected. Below this is a 'Project Narrative Score' field containing the number '9', with a note 'Rate this field on a scale of 1-10 with 10 being the highest.' and a 'Project Narrative Comments' field containing the text 'The application effectively explained the project and this seems'. In the top right corner, a blue 'SAVE' button is highlighted with a red box, next to a 'CANCEL' button.

8. If no further edits are needed and you are ready to submit the completed Review Form, Click Complete.



This screenshot shows the same 'Application [api-000165]' review page as above, but now it is '100% completed'. The 'Intent to Apply Form' and 'Project Narrative Score' (9) fields remain the same. The 'Project Narrative Comments' field now contains the text 'The application effectively explained the project and this seems'. In the top right corner, the 'COMPLETE' button is highlighted with a red box, and the 'EDIT REVIEW' button is visible next to it.

9. Once complete, return to the My Reviews page and repeat with all other assigned reviews until all are complete. The program team will receive your submissions and may reach out if any additional information is needed.