If your agency has not submitted any funding applications since May 2020 to United Way using SurveyMonkey Apply (SMA) you should:

- Click the green **Register** button in the top right-hand corner of the home page to create an account before you access the application. The person who creates the organization account (the Primary Administrator) should create the application and also set up any other individuals who will need access to the application as members of the organization account.
- Once an application is created, the Primary Administrator can set themselves up to be the owner of the application or they can assign someone else from the organization to this role. The Primary Administrator can also assign edit/view access for any application to any individual who is a member of the organization account.