

Saving Your Application History

As we transition to our new Applicant and Grantee Portal, applicants who would like to keep copies of previously submitted applications should save their records from the Legacy portal before access is discontinued.

There are two ways to save your application history:

Option 1: Save Applications as PDF Files

1. Log in to the Legacy Applicant Portal.
2. Select 'Submitted Applications' from the Show dropdown menu.
3. Locate the application you would like to save and click the application name.
4. The application will open in a new browser tab.
5. Right-click anywhere on the page and select 'Print'.
6. In the printer selection menu, choose 'Save as PDF' or 'Microsoft Print to PDF'.
7. Click 'Print' or 'Save'.
8. Choose a file name and save location on your computer.
9. Repeat these steps for any additional applications you would like to keep.

Option 2: Email Application Details to Yourself

1. Log in to the Legacy Applicant Portal.
2. Select 'Submitted Applications' from the 'Show' dropdown menu.
3. Locate the application you would like to save and click the 'Email' icon.
4. Complete the required fields:
 - a. Enter your name.
 - b. Enter the email address where you would like the application details sent.
 - c. Update the subject line if desired.
 - d. Edit the message if needed.
 - e. Select 'Send me a copy' if you would like to receive a copy of the email.
5. Click 'Submit'.

Important Information

Applications must be saved individually. At this time, there is no option to download multiple applications at once.