

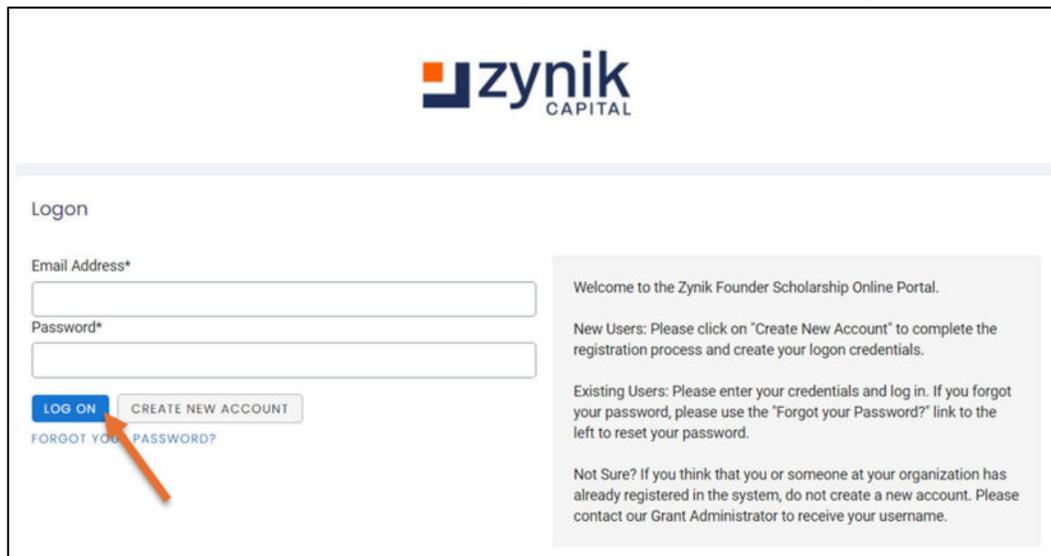
**APPENDIX A**  
**Guidelines to Zynik Founder Scholarship Online Portal**  
**(Scholarship Application)**

This Guideline provides instructions on how to use the Zynik Founder Scholarship online portal. You will use this portal for the scholarship application process, checking application status, and submitting subsequent disbursement requests if your application is successful. If you have any questions navigating the portal, please contact us at [scholarship@zynik.com](mailto:scholarship@zynik.com).

**Create an Account/Log On**

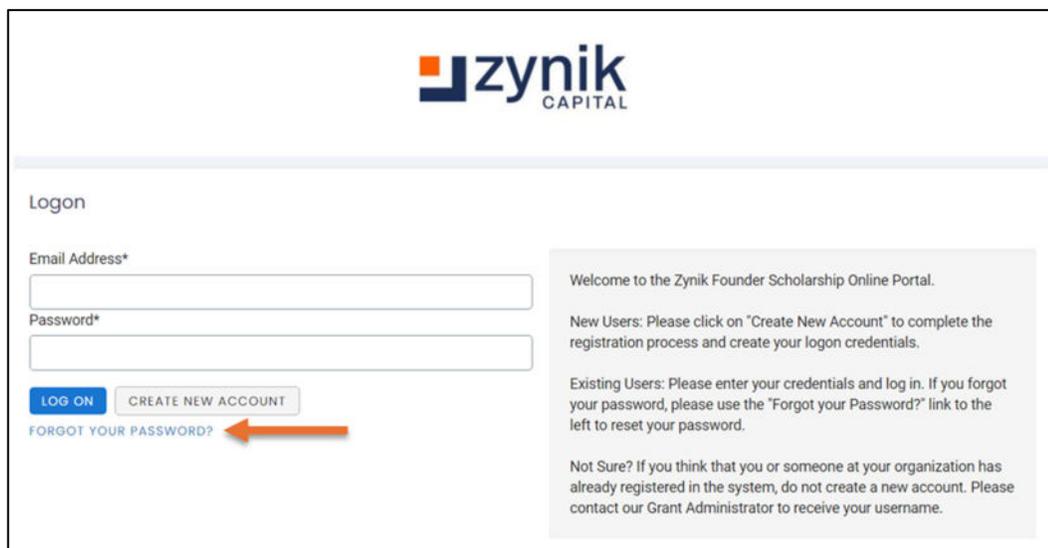
1. Click the link below to access the Logon Page.

- <https://www.grantinterface.ca/Home/Logon?urlkey=zynik>
- If you've already created an account, enter your information and click **Log On**.



The screenshot shows the Zynik Capital Logon page. At the top center is the Zynik Capital logo. Below it, the word "Logon" is displayed. There are two input fields: "Email Address\*" and "Password\*". Below the "Password\*" field are three buttons: "LOG ON" (highlighted in blue), "CREATE NEW ACCOUNT", and "FORGOT YOUR PASSWORD?". An orange arrow points to the "LOG ON" button. To the right of the input fields is a grey box containing the following text: "Welcome to the Zynik Founder Scholarship Online Portal. New Users: Please click on 'Create New Account' to complete the registration process and create your logon credentials. Existing Users: Please enter your credentials and log in. If you forgot your password, please use the 'Forgot your Password?' link to the left to reset your password. Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username."

- If you've already created an account but have forgotten your password, click **Forgot Your Password** to reset it.



The screenshot shows the Zynik Capital Logon page, identical to the previous one. However, an orange arrow points to the "FORGOT YOUR PASSWORD?" link instead of the "LOG ON" button.

- If you haven't created an account, click **Create New Account**.

**zynik**  
CAPITAL

Logon

Email Address\*

Password\*

**LOG ON** **CREATE NEW ACCOUNT** **FORGOT YOUR PASSWORD?**

Welcome to the Zynik Founder Scholarship Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.

2. If you clicked Create New Account, you'll be asked to complete registration information. After filling out all the information, click **Create Account**.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%\*^\*()\_

Password\*

Confirm Password\*

**PREVIOUS** **CREATE ACCOUNT**

3. The next page asks you to verify that you received your confirmation email. This helps ensure that you'll receive other communications from this organization about your application. Click **Continue**.

Email Confirmation

**i** You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *Zynik Founder Scholarship* <administrator@grantinterface.com>, look in your junk or spam folder.

To remove *Zynik Founder Scholarship* <administrator@grantinterface.com> from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email  
 Continue without checking  
 I have not received the email

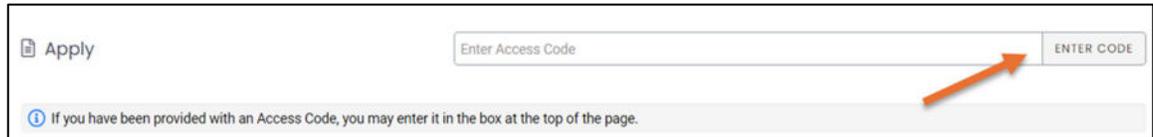
**SEND EMAIL AGAIN** **CONTINUE**

## Apply for the Zynik Founder Scholarship

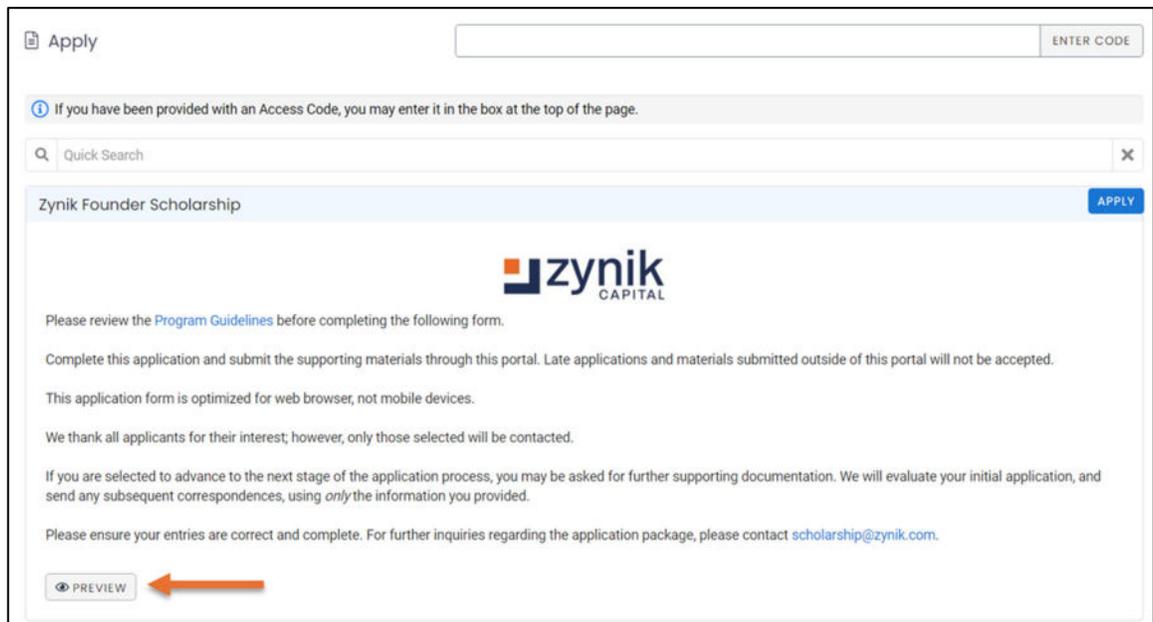
1. Click **Apply** to reach the Apply page, which lists the available scholarship opportunities and details about each.



- Enter the access code provided in the Program Guidelines in the upper right-hand corner and click **Enter Code**.

A screenshot of the 'Apply' page. At the top, there is a navigation bar with the 'Apply' label and an 'ENTER CODE' button. Below this is a text input field labeled 'Enter Access Code'. An orange arrow points from the right towards the 'ENTER CODE' button. Below the input field is a grey informational box with a blue 'i' icon and the text: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.'

- Click **Preview** if you'd like to view the first form without starting a scholarship application.

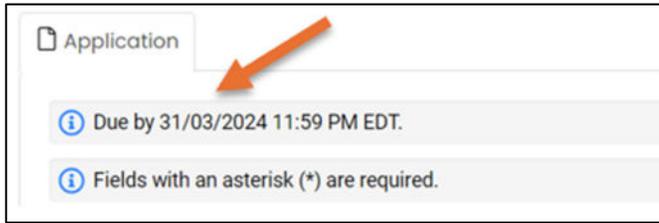
A screenshot of the 'Apply' page showing the scholarship details. At the top, there is a navigation bar with the 'Apply' label and an 'ENTER CODE' button. Below this is a text input field labeled 'Enter Access Code'. An orange arrow points from the right towards the 'ENTER CODE' button. Below the input field is a grey informational box with a blue 'i' icon and the text: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below the informational box is a search bar labeled 'Quick Search'. Below the search bar is a blue header for 'Zynik Founder Scholarship' with an 'APPLY' button. The main content area contains the Zynik Capital logo and several paragraphs of text. At the bottom left of the main content area, there is a 'PREVIEW' button with an eye icon. An orange arrow points from the right towards the 'PREVIEW' button.

2. Click **Apply** when you're ready to start the scholarship application.

A screenshot of the 'Apply' page showing the scholarship details. At the top, there is a navigation bar with the 'Apply' label and an 'ENTER CODE' button. Below this is a text input field labeled 'Enter Access Code'. An orange arrow points from the right towards the 'ENTER CODE' button. Below the input field is a grey informational box with a blue 'i' icon and the text: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below the informational box is a search bar labeled 'Quick Search'. Below the search bar is a blue header for 'Zynik Founder Scholarship' with an 'APPLY' button. An orange arrow points from the right towards the 'APPLY' button.

3. You'll arrive at application form.

- The deadline to submit the form is listed at the top of this page.



- Click **Question List** to download a copy of the form.



- Click **Application Packet** to download a PDF copy of the form once you've completed it.



4. Complete the questions on the form.

- Required questions are marked with an asterisk (\*).
- The system auto saves your work every 100 characters you type and when you click out of a question. You can also click **Save Application** at any time (located in the bottom of the form).



5. Click **Submit Application** when you're ready to submit the form.



- If you decide to withdraw your application before submitting it, click **Abandon Request** instead.



6. The system notifies you of any required questions that were missed. Complete those questions and then click **Submit** again on the form.

- The form cannot be edited once it's submitted.

7. You'll receive a confirmation message when your form is successfully submitted. Click **Continue**.



## Your Dashboard

1. Click the **Home** icon to access your Dashboard.



2. There are two tabs on your Dashboard:

- Active Requests tab - contains your draft applications, submitted applications still under consideration, and any approved applications that are still active.
- Historical Requests tab - contains any of your other requests that are no longer active.



3. You can click **View Application** to see a form you have already submitted.

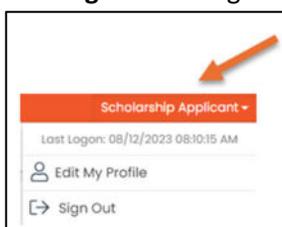


- You can also check the status of your application on your Dashboard. Additionally, you will receive email notifications regarding the result of your application.



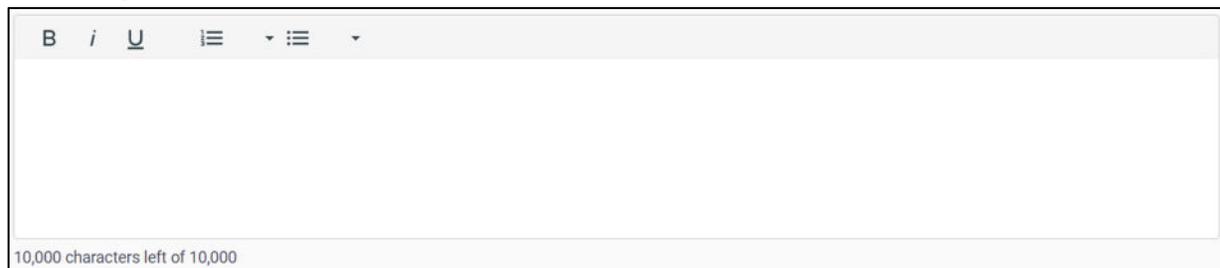
4. Click your **name** in the upper-right corner of the page to view additional options.

- Click **Edit My Profile** to update your contact information or password.
- Click **Sign Out** to log out of the site.



## Additional Information on Completing the Forms

- Some questions have character limits.
  - You will not be allowed to submit the form until the length of your responses to these questions fits within the character limits.
  - Responses that are longer than the limit will be saved, but an error message will appear informing you that the limit has been exceeded.
- File upload questions only accept one file per question.
  - If you attempt to upload a file that is larger than the limit, you will receive an error message informing you that the file is too large and the file will not be saved.
  - If you attempt to upload a file in an unaccepted file type, you will receive a warning that the file type is not acceptable; you will not be able to upload the file.
  - Once a file has been uploaded, it can be deleted by clicking the red X next to the file name.
- For some text questions, you might see a rich text editor bar. This allows you to add formatting to your response. If you're copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.



- Click a button in the editor (e.g. the B button for bold text) and then type. The formatting will be applied to the text that you type (e.g. the text you type will be bold).
  - Click the button in the editor again to stop using that formatting when you continue typing.
  - Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text.
  - Highlight existing text and click the button in the editor again to remove the formatting.
  - When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.
- If you have any questions about the online portal, contact [scholarship@zynik.com](mailto:scholarship@zynik.com)