
TO: Cultural Development Fund Applicants
FROM: NYC Department of Cultural Affairs
RE: Online Registration

Each organization seeking support from the Cultural Development Fund (CDF) must create an online Organization Account and register users with the Department of Cultural Affairs (DCLA). In order to access an Organization Account, individuals at each organization will need to log in with their own NYC.ID, which they can register for through the DCLA online system. The agency will use this profile throughout the year to contact your organization and will send critical information about funding opportunities and required documents, including applications and final reports if funded, to the registered users.

Note: As of April 2019, the New York City Department of Cultural Affairs (DCLA) has updated our online security policies to be in alignment with NYC.ID, New York City's Centralized Public Identity Management System. All new or returning users will now use NYC.ID to log in to their DCLA CDF account.

Each Organization Account must designate one NYC.ID as the Primary User, and up to four as Delegate Users. Only NYC.IDs affiliated with your Organization Account will be able to access the CDF application. **It is therefore critical that you keep your Organization Account information current at all times.**

Because the NYC.ID is a citywide identification system, **do not share your password** or user information with anyone else, even others at your organization. If you need to update existing information, make sure to follow the instructions in this document carefully, so as not to jeopardize your individual NYC.ID.

This instructions document provides step-by-step guidelines for registration and enrollment. For organizations already enrolled, these instructions also include information about changing an organization's Primary User and editing the list of approved Delegate Users (see page 5).

The **Primary User** should be the person at your organization who is responsible for managing your interaction with the Department of Cultural Affairs; this may be the Executive Director or it may be a different staff member. The Primary User and the Executive Director will be the main contacts for agency updates and correspondence. In addition to having the ability to access an organization's online application(s), this user will also have the ability to invite up to four Delegate Users from the organization who will have access to view, create, edit and/or submit online documents. Only the Primary User, however, has the ability to invite or remove Delegate Users.

Before an organization is able to access the Online Application the Primary User must create a NYC.ID, register his or her email address, and complete enrollment. Each user must register his or her email address and verify it before s/he can log in. It is important to remember that an email address cannot be affiliated with more than one organization; we recommend that you use an email address supported by your organization's domain name. If you use a personal email address to register, it can be affiliated with only one organization.

The steps for registration and enrollment are as follows:

- The Primary User at an organization creates a NYC.ID or uses their existing NYC.ID account to register their email address and logs in. The first user to do this for an organization to log in becomes the Primary User. This designation may be changed later.
- The Primary User enrolls the organization and
 - Enters the organization details,
 - Enters his or her DCLA Primary User information,
 - Identifies and invites Delegate Users (making sure to remind them to activate their accounts),
 - Completes Enrollment for the organization.
- Each Delegate User receives a confirmation email and must log in to activate his/her DCLA user account.

The Primary User is responsible for the ongoing management of the Account Profile, including adding and removing delegates and assigning the Primary User designation to another user if necessary.

These instructions provide detailed guidance for the registration and enrollment process. On the left side of each page you will find images from each section to help you navigate online registration and enrollment. If you have questions or technical difficulties, please contact the Programs Unit HelpDesk by emailing cdfhelpdesk@culture.nyc.gov.

REMEMBER:

All users, new and returning, will now log in using NYC.ID.

Be sure not to re-enroll your organization. When registering for a CDF account, only organizations which are new to this system or have not applied before should see a prompt to enter their EIN/Tax ID number. If you do see that prompt and your organization has applied or been funded before, please contact your program officer or the Programs Unit HelpDesk.

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SELECTING AND REGISTERING YOUR ORGANIZATION'S PRIMARY USER

WHAT YOU WILL SEE

The screenshot shows the NYC DCLA Online Cultural Development Fund website. The top navigation bar includes 'NYC DCLA' and 'Log In'. The main heading is 'Welcome to Your Cultural Affairs Account'. Below this, there is a 'Log In' section with a 'Log In' button and a 'REGISTER NEW ACCOUNT' button. The 'REGISTER NEW ACCOUNT' button is highlighted in yellow. Below the 'Log In' section, there is a 'Login' section with a 'Log In' button and a 'Log In using one of these options:' section with a 'Log In' button. Below the 'Login' section, there is a 'REGISTER NEW ACCOUNT (CREATE NYC.ID)' section with a 'Create Account' button. Below the 'Create Account' section, there is a 'CONFIRMATION EMAIL' section with a 'Confirmation Email Sent' message.

ACCOUNT LOG IN (EXISTING NYC.ID)

REGISTER NEW ACCOUNT (CREATE NYC.ID)

CONFIRMATION EMAIL

REGISTERING YOUR ORGANIZATION FOR THE FIRST TIME

If your organization has not applied to the Cultural Development Fund previously, you will need to register a Primary User and enroll your organization. Before an organization is able to access the Online Application the Primary User must register for a NYC.ID. A NYC.ID cannot be affiliated with more than one organization; we recommend that you use an email address supported by your organization's domain name. Remember that NYC.ID is a citywide identification system, so **do not share your password** with anyone.

SELECTING AND REGISTERING YOUR ORGANIZATION'S PRIMARY USER

Select an individual in your organization to serve as the Primary User. Only one Primary User account is available per organization. The first user from an organization that signs up for an account will automatically become the Primary User. This user can later designate any other Delegate User associated with the organization as the Primary User.

LOGGING IN

To begin registration, click the "Cultural Funding" tab, and the "Grants for Organizations subtab." Then go to the "About CDF/Registration" tab of the DCLA Programs website, (www.nyc.gov/culture), and click "Register or Log In to an Account." Once at the "Welcome to Your Cultural Affairs Account" page, click "Register New Account." **If you already have an existing account with the City of New York through NYC.ID, click "Account Log In" to log in.**

REGISTERING YOUR PRIMARY USER'S NYC.ID

On the NYC.ID Registration page, enter your email address, password, and name; choose the security questions; agree to the Terms of Use; and click Register. Note: You can change your password at any time.

ENTERING YOUR EMAIL ADDRESS AND CREATING A PASSWORD

On the "Create Account" page, enter required information and click "Create Account."

CONFIRMATION EMAIL

An email will be sent to the address entered. Open the Confirmation Email, and click the link in the body of the message. You must click the link in the email to verify your account before proceeding. For security reasons, confirmation emails expire after two (2) weeks. If you have not received your Confirmation Email within 5-10 minutes, check your junk mail.

ENROLLING YOUR ORGANIZATION

WHAT YOU WILL SEE

NYC DCLA Log In

NYC Online Cultural Development Fund

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Welcome to Your Cultural Affairs Account

Log in to your Cultural Affairs Account below using your email address and password. Through this account, you can access the Cultural Development Fund online forms from the NYC Department of Cultural Affairs, including:

- Grant Application(s)
- Grant Renewal(s)
- Final Report(s)

Is this your first time logging in? If so, click Register New Account to start creating a profile for you and your organization. Note: If your organization is already registered and you would like to access its online forms, you must be invited by the organization's Primary User.

[ACCOUNT LOG IN](#)

[REGISTER NEW ACCOUNT](#)

Organizational Affiliation

Enter the Organization ID of your organization in the space provided below. The Organization ID is the Federal Employee Identification Number (EIN) that was assigned to your organization when it was incorporated. The nine-digit number should be identical to the number on your NYS Incorporation or IRS 501(c)(3) determination letter. The number must be entered in the format XX-XXXXXXX.

Note: If your organization applies through a tax-exempt fiscal sponsor (known as a conduit organization) enter the EIN of YOUR organization, NOT the EIN of your fiscal sponsor (the conduit).

Organization ID (EIN):

[SUBMIT](#) [CANCEL](#)

Organization Confirmation

Sorry, the Federal Employee Identification Number you entered was not recognized by our database.

Has your organization applied for Department of Cultural Affairs Programs funding (Cultural Development Fund) in the past four years?

NO, CONTINUE WITH REGISTRATION

If your organization has submitted an application to the Department of Cultural Affairs in the past four years, check the organization's EIN for accuracy and resubmit. If incorrect, if the corrected EIN is still not recognized, or you are not sure whether you have applied in the past four years, please contact your Program Specialist directly, or call 212-513-9346 to receive assistance with your registration.

[RETURN TO LOGIN](#)

Organization ID (EIN): 19-0000012

Complete Your Registration

To finish registering, enter the information requested. As the Primary User of your organization, you have the ability to invite "Delegate" users who can also access the organization's online applications.

Once you click "Register", you will receive an email confirming that your account has been registered, and individuals you enter as Delegate users will receive an email inviting them to create an account.

Organization Information:

Please enter the correct legal name and, if applicable, an "Also Known As" (AKA) for your organization. Do not enter acronyms or abbreviations.

Organization Name:

AKA:

Primary User Information:

Please enter or confirm your contact information below. This information will be used for correspondence related to your organization so be sure it is accurate. Once your account is registered, you can edit this information.

Salutation:

First Name:

Last Name:

Middle Initial:

Suffix:

Job Title:

Work Telephone: Ext.

Fax Number:

LOGGING IN FOR THE FIRST TIME

The link in your Confirmation Email will direct to an email confirmation page, which will display a message indicating that the user account has been confirmed. Click "Continue" to go to the log in page where you will enter the email address you have registered and the password you created, and click "Account Log In."

ORGANIZATIONAL AFFILIATION

Enter your organization's Federal Tax ID number (EIN). It is very important to enter this number correctly; please verify the number before you click "Submit." **If your organization has applied to DCLA any time since FY09, you will receive a message indicating that the organization is already in our system.**

ORGANIZATIONAL CONFIRMATION

Any applicant whose Tax ID number (EIN) is not recognized will be asked to confirm that the organization is not a previous applicant to DCLA. New applicants should click No. Continue with Registration. **Previous applicants should contact the Programs Unit if their organization is not recognized.**

COMPLETING YOUR REGISTRATION

Fill out the Organization's name and AKA, then fill out the Primary User's contact information. The name will be pre-populated from your NYC.ID information; to edit it, click the Edit NYC.ID button. Remember that this information will be used by DCLA to contact your organization and that it is critical that it is current at all times.

Invite other email addresses to create NYC.IDs and become Delegate Users of your Organization Account. We recommend having at least one Delegate User in addition to your Primary User, and you may have up to four. You must hit Register in order to complete the registration process. Once your Registration is complete you may access the Application and Final Report. Instructions for the Application are available on the Programs Funding page under the "Applying" tab.

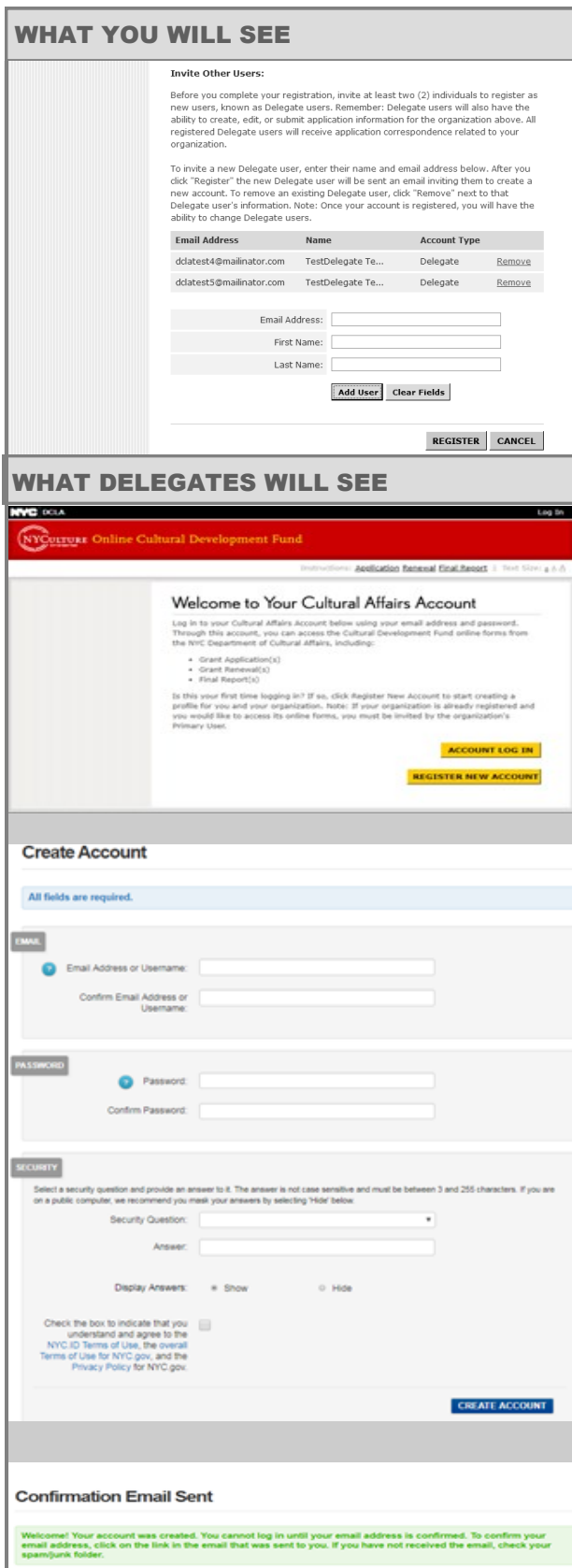
IF YOU FORGET YOUR PASSWORD

If you have forgotten or wish to change your password, click on the Forgot Password link on the Welcome screen. Enter your email address on the "Forgot Password" page and hit submit. Close the window and, when the email arrives, click on the link in the body of the email message. The "Reset Password" page will appear and allow you to change your password.

IF YOUR CONFIRMATION EMAIL EXPIRES

The link in your Confirmation Email will expire if you do not complete registration within 2 weeks. If your email is expired the "Send New Confirmation Email" page will appear when you click the link and you will be prompted to send a new email.

ADDING DELEGATE USERS TO YOUR ORGANIZATION'S PROFILE



SELECTING AND REGISTERING YOUR ORGANIZATION'S DELEGATE USER(S)

A Delegate User must be invited by the Primary User to register for an online account; each organization should have at least one Delegate User in addition to the Primary User, and may have up to four. Once activated, Delegate Users have the ability to view, create, edit and/or submit applications. As is the case with Primary Users, an email address for a Delegate User can only be registered to one organization. After being invited, each Delegate User must follow the link in the Activation Email to verify his or her email address.

ACCOUNT REGISTRATION FOR DELEGATES

The Primary User will enter the email address, first and last name of each Delegate User s/he would like to invite. Each Delegate will receive an email inviting them to register their email address. The Delegates will receive their Confirmation Emails only when the Primary User has clicked the Register button. Delegate User registration is similar to Primary User registration.

CREATING DELEGATE PASSWORDS

The Invitation Email will direct each Delegate to the Welcome screen where they will click "Register New Account." On the "Create Account" page, enter the required information and click "Create Account."

CONFIRMATION EMAIL

A Confirmation Email will be sent to the address entered. The Delegate must go to his or her email account, open the Confirmation Email, and click the link in the body of the message. For security reasons, **Confirmation Emails expire after two (2) weeks**. If the email is not received within 5-10 minutes, the user should check his or her junk mail. The Delegate must click the link in the email to verify the account before proceeding. Until the account has been verified, the status of the Delegate User will remain as Pending on the "Account Profile" page, and the Delegate User will be unable to access the site.

COMPLETING REGISTRATION

After logging in, the Delegate will complete his or her contact information. As with the Primary User, this information will be used by DCLA to contact your organization and it is critical that it be current at all times. Once the Delegate's Registration is complete, he or she may log into the Application or Final Report. Instructions for the Application are available in the Programs Funding area of www.nyc.gov/culture.

CHANGING YOUR PRIMARY OR DELEGATE USERS AND EDITING USER INFORMATION

WHAT YOU WILL SEE

Cultural Affairs Account

WELCOME TO YOUR NYC DEPARTMENT OF CULTURAL AFFAIRS ONLINE ACCOUNT

Use this page to create or edit current Cultural Development Fund applications and access submitted applications. Be sure to keep your Cultural Affairs account up-to-date by editing your Account Profile below. Always contact your Program Specialist directly to notify the agency of significant administrative changes.

ACCOUNT PROFILE
NEW APPLICATION

Account Profile

Primary User Information:

Salutation:

First Name:

Last Name:

Middle Initial:

Suffix:

Job Title:

Work Telephone: Ext.

Fax Number:

User Information:

As the Primary User, you can invite individuals to register as new Delegate users, remove existing Delegate users, and change the Primary User. Remember: Delegate users will also have the ability to create, edit, or submit application information. All registered Delegate users will receive correspondence from the Department of Cultural Affairs.

- To invite a new Delegate user, enter their name and email address below; the address entered will be sent an email invitation to register once you click "Save."
- To remove an existing Delegate user, click "Remove" next to that Delegate user's information.
- To change the Primary User, click the "Change" link next to your name. A new window will open from which you can select a registered Delegate user to be the new Primary User.

Invitations, removals and changes will not be saved or submitted until you click "Save". All Delegate users will receive email notifications of any changes made to their accounts.

Email Address	Name	Account Type	Status	
test@mailinator.com	test@mailinator.com	Primary	Active	Change
test@mailinator.com	test@mailinator.com	Delegate	Active	Remove

Email Address:

First Name:

Last Name:

Warning - Remove Account

Are you sure you want to remove this user?

Change Primary User

Select new Primary User:

MAKING CHANGES TO YOUR REGISTRATION INFORMATION

It is critical that your Organization maintain up-to-date contact information in the Account Profile throughout the year. Your organization should update this section whenever you have changes to any user(s), including removal of users or change in Primary User. You may access the Account Profile at any time, even if the Application or Final Report is not currently available. We will use the contact information in your Account Profile to reach your organization throughout the year.

EDITING YOUR INFORMATION

Each user can edit his or her salutation, name, job title, phone and fax numbers. However, the email address cannot be changed as it is the username for that account. If you have a staff change, the new staff member must register his or her unique email address. **Do not** simply replace the former staff member's name without also registering the new staff member's email address.

CHANGING YOUR ORGANIZATION'S PRIMARY USER

It is particularly important that your organization keep the Primary User contact information up to date. The Primary User is the only person in an organization who can add or delete users. The current Primary User can reassign the Primary designation by going into the Account Profile and clicking "Change" in the User Information. A new Primary User can be selected from the drop-down menu of active Delegate Users. If there are no active Delegates, then the "Change" button will not appear and you must either invite a new user or activate a pending Delegate. If it has been over 2 weeks since the pending Delegate was invited, then the link in the Confirmation email is expired and the Delegate User must be removed and re-invited. In the event that you no longer have access to the Primary User's account, please contact the Programs Unit HelpDesk.

ADDING DELEGATE USERS AFTER ENROLLMENT

The Primary User may add Delegate Users at any time after enrollment has been completed. The Primary User will need to log in to the Account Profile and add the email address, first and last name of the user. The Delegate User must then complete the registration process as described on page 4 of these instructions.

REMOVING DELEGATE USERS AFTER ENROLLMENT

The Primary User may remove Delegate Users any time after enrollment has been completed by logging in to the Account Profile and clicking Remove next to the user's information.