



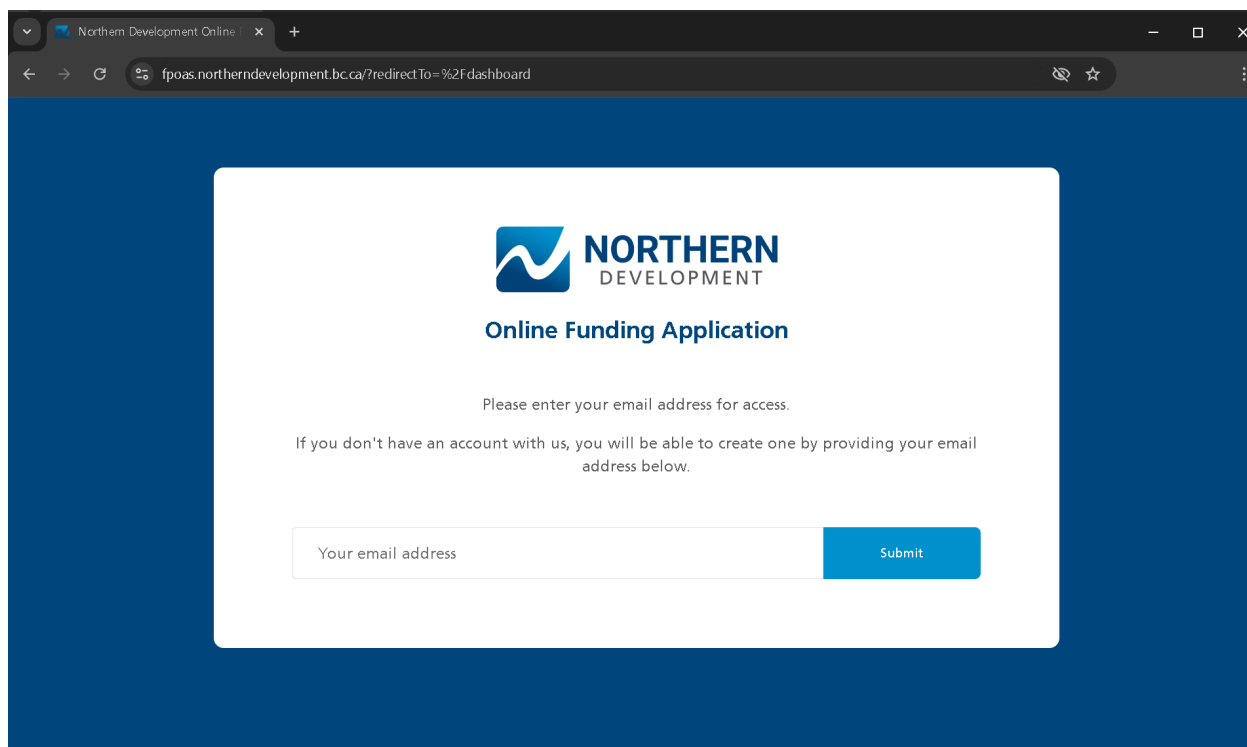
**NORTHERN**  
DEVELOPMENT

Funding Program Online Application System:  
Saving Applications

## Save Draft or Incomplete Applications

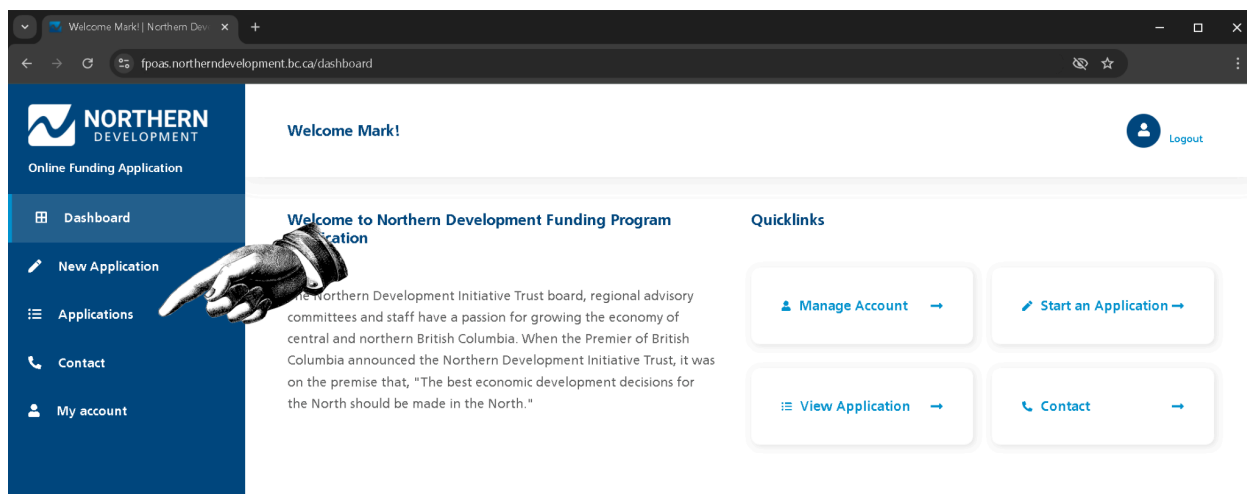
1) Login to your Northern Development FPOA account.

<https://fpoas.northerndevlopment.bc.ca/>



The screenshot shows a web browser window with the URL `fpoas.northerndevlopment.bc.ca/?redirectTo=%2Fdashboard`. The page features the Northern Development logo and the title "Online Funding Application". Below the logo, there is a text prompt: "Please enter your email address for access." and a sub-prompt: "If you don't have an account with us, you will be able to create one by providing your email address below." A text input field labeled "Your email address" is positioned to the left of a blue "Submit" button.

2) Click "Applications" in the left-hand menu.



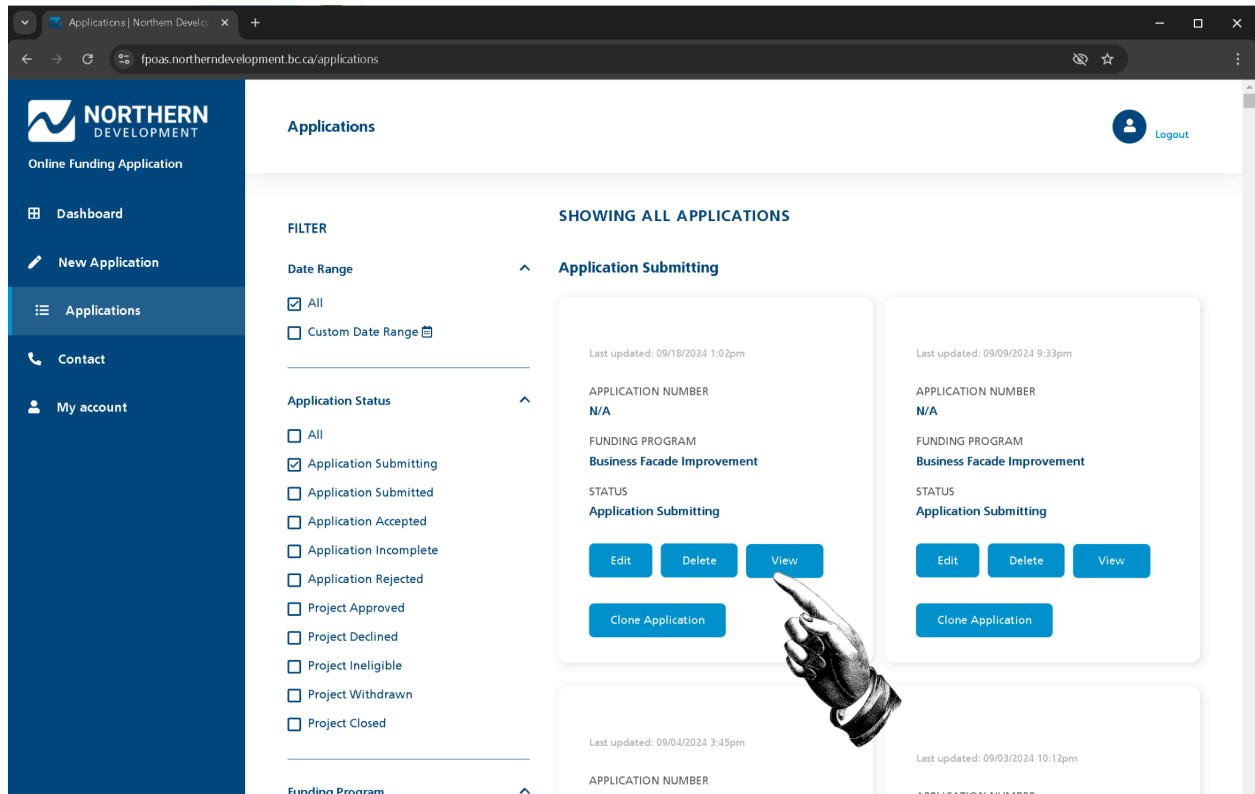
The screenshot displays the dashboard interface. On the left, a dark blue sidebar menu contains the following items: "Dashboard", "New Application", "Applications", "Contact", and "My account". The "Applications" item is highlighted, and a hand cursor is shown pointing at it. The main content area has a header with the Northern Development logo, the text "Welcome Mark!", and a "Logout" button. Below the header, there is a "Welcome to Northern Development Funding Program" section with introductory text. To the right, a "Quicklinks" section contains four buttons: "Manage Account", "Start an Application", "View Application", and "Contact".

3) Check the "Application Submitting" box and "Apply Filters" below.

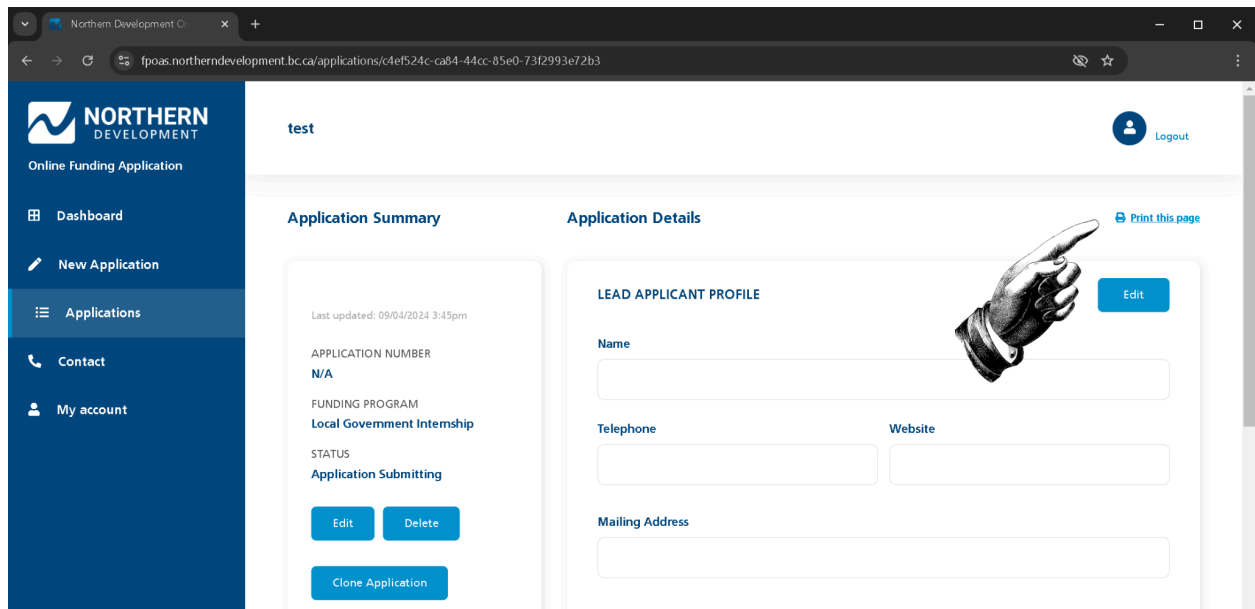
The screenshot shows the Northern Development Applications interface. The left sidebar contains navigation options: Dashboard, New Application, Applications (selected), Contact, and My account. The main content area is titled 'Applications' and 'SHOWING ALL APPLICATIONS'. Under the 'FILTER' section, the 'Application Submitting' checkbox is checked, and a hand icon points to it. Below the filter, two application cards are visible. The first card has a last updated date of 09/18/2024 1:02pm, application number N/A, funding program Business Facade Improvement, and status Application Submitting. The second card has a last updated date of 09/09/2024 9:33pm, application number N/A, funding program Business Facade Improvement, and status Application Submitting. Both cards have buttons for Edit, Delete, View, and Clone Application.

The screenshot shows the Northern Development Applications interface with the 'Funding Program' filter expanded. A hand icon points to the 'Apply Filters' button. The 'Funding Program' list includes: All (checked), Grant Writing Support, Business Facade Improvement, Economic Development Capacity Building, Fabulous Festivals and Events, Marketing Initiatives, Main Street Revitalization - Planning, Main Street Revitalization - Capital, BC Hydro Peace Agricultural Compensation - Events and Educational Initiatives, BC Hydro Peace Agricultural Compensation - Farming Infrastructure, BC Hydro Peace Agricultural Compensation - Research and Demonstration Initiatives, Local Government Internship, and Indigenous Government Internship. Below the list are buttons for 'Apply Filters' and 'Reset all filters'. The main content area shows four application cards. The top-left card has a last updated date of 09/18/2024 1:02pm, application number N/A, funding program Local Government Internship, and status Application Submitting. The top-right card has a last updated date of 09/09/2024 9:33pm, application number N/A, funding program BC Hydro Peace Agricultural Compensation - Events and Educational Initiatives, and status Application Submitting. The bottom-left card has a last updated date of 08/28/2024 10:28pm, application number N/A, funding program BC Hydro Peace Agricultural Compensation - Research and Demonstration Initiatives, and status Application Submitting. The bottom-right card has a last updated date of 08/28/2024 7:14pm, application number N/A, funding program Business Facade Improvement, and status Application Submitting. All cards have buttons for Edit, Delete, View, and Clone Application.

- 4) All of your draft applications will be displayed.
- 5) Choose the draft application you want to print.
- 6) Click on the “View” button.



7) Click on the “Print this Page” icon.

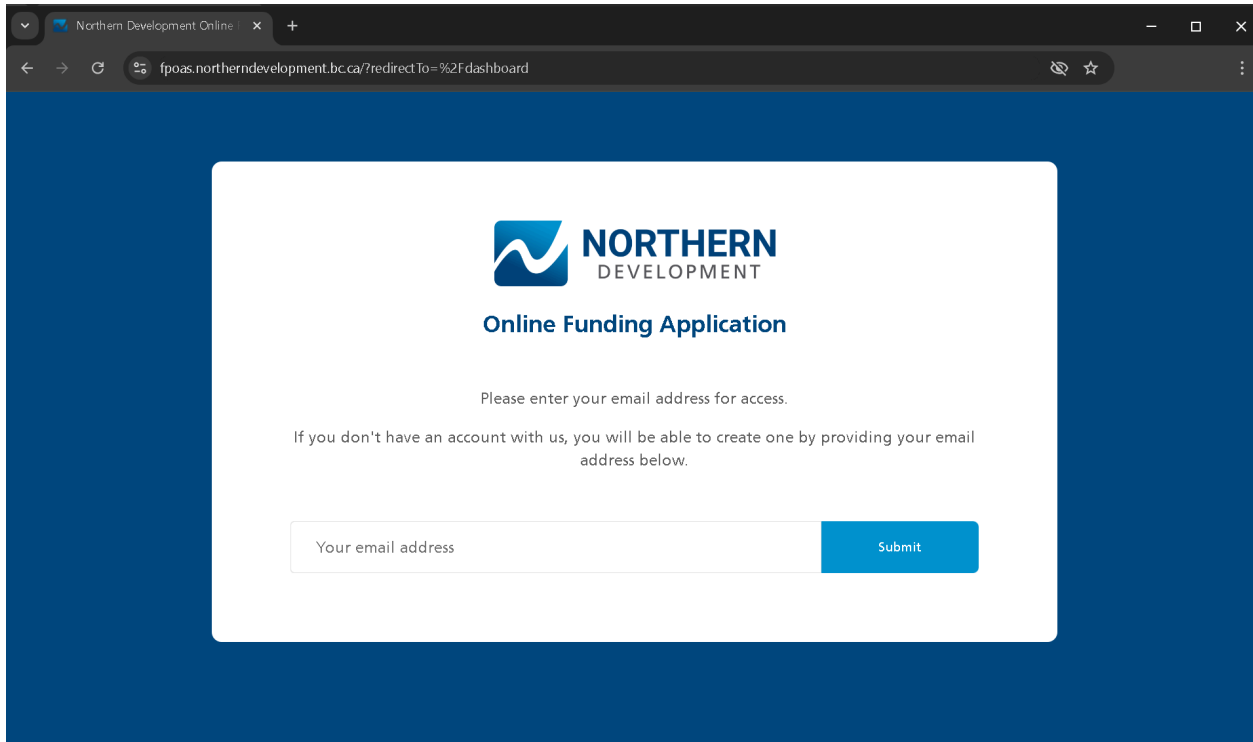


8) You can then save the draft application to a PDF document.

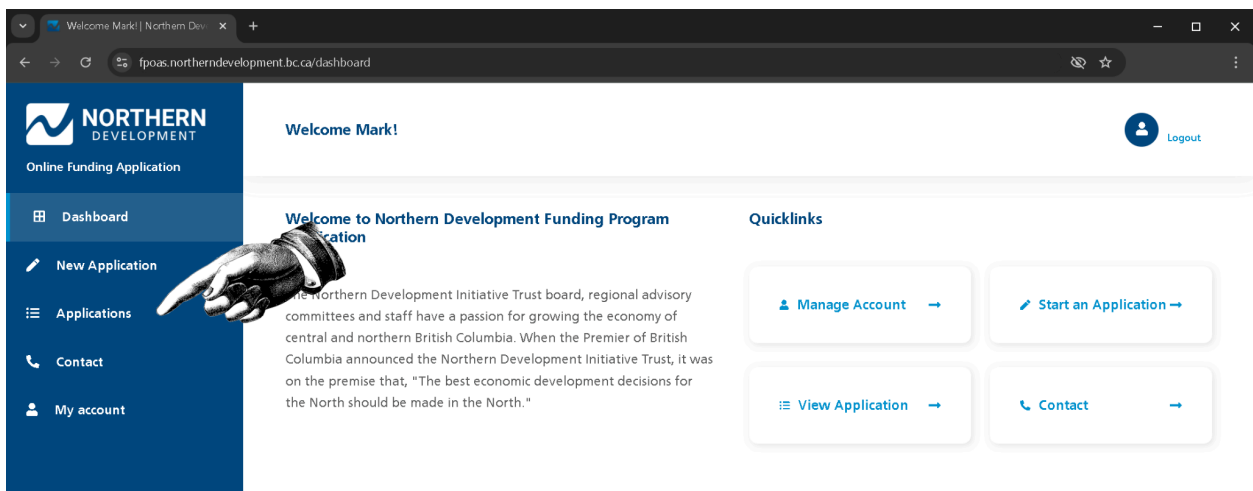
## Saving Submitted applications

1) Login to your Northern Development FPOA account.

<https://fpoas.northerndevelopment.bc.ca/>



2) Click "Applications" in the left-hand menu.



3) Check the “Application Submitted” box and “Apply Filters”.

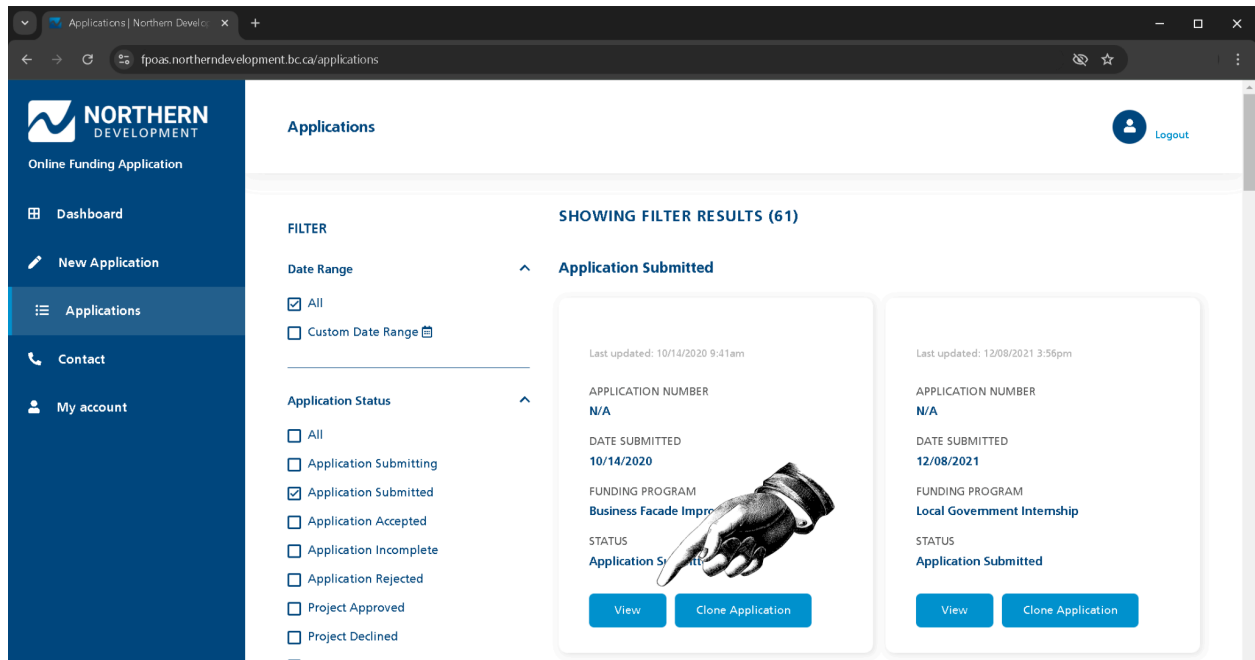
The screenshot shows the Northern Development Applications page. The left sidebar contains navigation options: Dashboard, New Application, Applications (selected), Contact, and My account. The main content area is titled 'Applications' and shows 'SHOWING FILTER RESULTS (61)'. Under the 'FILTER' section, the 'Application Submitted' checkbox is checked, and a hand icon points to it. The 'Date Range' section has 'All' selected. The main area displays two application cards. The first card has the following details: Last updated: 10/14/2020 9:31am, APPLICATION NUMBER: N/A, DATE SUBMITTED: 10/14/2020, FUNDING PROGRAM: Business Facade Improvement, STATUS: Application Submitted, and buttons for View and Clone Application. The second card has: Last updated: 12/08/2021 3:56pm, APPLICATION NUMBER: N/A, DATE SUBMITTED: 12/08/2021, FUNDING PROGRAM: Local Government Internship, STATUS: Application Submitted, and buttons for View and Clone Application.

The screenshot shows the same Northern Development Applications page, but with the 'Funding Program' filter selected. The 'Application Submitted' checkbox is still checked. A hand icon points to the 'Apply Filters' button at the bottom of the filter section. The main area displays four application cards. The top-left card has: Last updated: 10/14/2020 9:31am, APPLICATION NUMBER: N/A, FUNDING PROGRAM: Local Government Internship, STATUS: Application Submitting, and buttons for Edit, Delete, View, and Clone Application. The top-right card has: Last updated: 12/08/2021 3:56pm, APPLICATION NUMBER: N/A, FUNDING PROGRAM: BC Hydro Peace Agricultural Compensation - Events and Educational Initiatives, STATUS: Application Submitting, and buttons for Edit, Delete, View, and Clone Application. The bottom-left card has: Last updated: 08/28/2024 10:28pm, APPLICATION NUMBER: N/A, FUNDING PROGRAM: BC Hydro Peace Agricultural Compensation - Events and Educational Initiatives, STATUS: Application Submitting, and buttons for Edit, Delete, View, and Clone Application. The bottom-right card has: Last updated: 08/28/2024 7:14pm, APPLICATION NUMBER: N/A, FUNDING PROGRAM: Business Facade Improvement, STATUS: Application Submitting, and buttons for Edit, Delete, View, and Clone Application.

4) All of your submitted applications will be displayed.

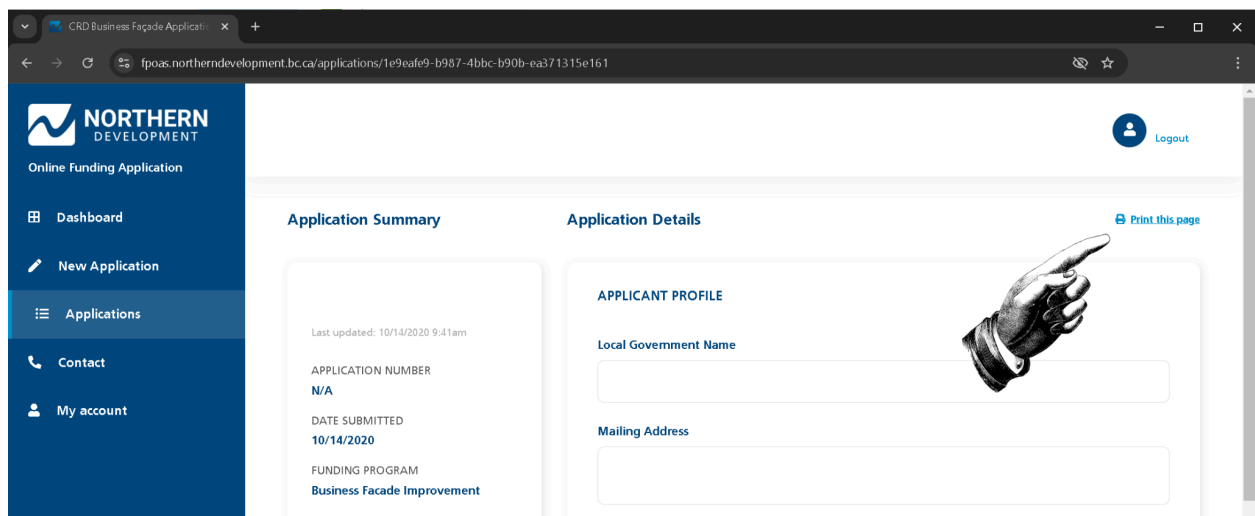
5) Choose the application you want to print.

6) Click on the “View” button.



The screenshot shows the 'Applications' page on the Northern Development website. The left sidebar contains navigation links: Dashboard, New Application, Applications (highlighted), Contact, and My account. The main content area is titled 'Applications' and shows 'SHOWING FILTER RESULTS (61)'. There are two filter sections: 'Date Range' with 'All' selected and 'Application Status' with 'Application Submitted' selected. Two application cards are visible. The first card, updated on 10/14/2020, has an application number of N/A, a date submitted of 10/14/2020, and a funding program of Business Facade Improvement. The second card, updated on 12/08/2021, has an application number of N/A, a date submitted of 12/08/2021, and a funding program of Local Government Internship. Both cards have 'View' and 'Clone Application' buttons. A hand icon is pointing at the 'View' button of the first application.

7) Click on the “Print this Page” icon.



The screenshot shows the 'Application Summary' page for a specific application. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Application Summary' and shows 'Application Details'. The application information is: Last updated: 10/14/2020 9:41am, Application Number: N/A, Date Submitted: 10/14/2020, and Funding Program: Business Facade Improvement. The 'Application Details' section includes an 'APPLICANT PROFILE' with fields for 'Local Government Name' and 'Mailing Address'. A 'Print this page' icon is visible in the top right corner. A hand icon is pointing at the 'Print this page' icon.

8) You can then save the application to a PDF document.