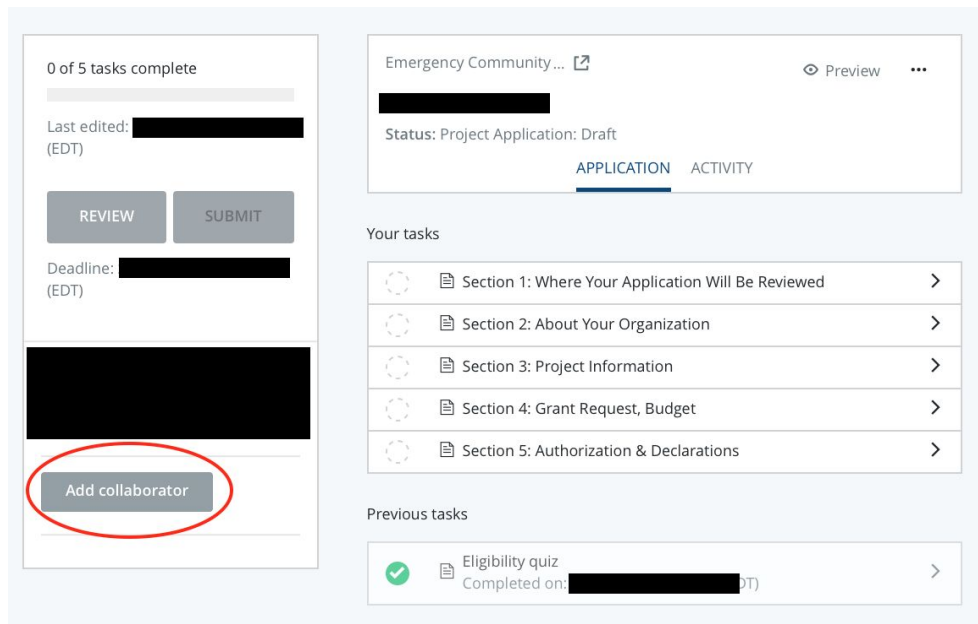


# How To Add a Collaborator to Your Application

## From Within your Application

1. Select **Add collaborator** on the left side of the application landing page




The screenshot shows the application landing page for 'Emergency Community...'. On the left side, there is a sidebar with a progress indicator '0 of 5 tasks complete', a 'Last edited' field, 'REVIEW' and 'SUBMIT' buttons, and a 'Deadline' field. At the bottom of this sidebar, the 'Add collaborator' button is circled in red. The main content area shows the application title, status 'Project Application: Draft', and tabs for 'APPLICATION' and 'ACTIVITY'. Below this, there is a 'Your tasks' section with five items: 'Section 1: Where Your Application Will Be Reviewed', 'Section 2: About Your Organization', 'Section 3: Project Information', 'Section 4: Grant Request, Budget', and 'Section 5: Authorization & Declarations'. A 'Previous tasks' section shows 'Eligibility quiz' completed on a certain date.

2. Add the email addresses of the Collaborators. Include an optional message.



The 'Collaborators' dialog box contains the following fields and options:

- Collaborators** (title)
- Add collaborators to view or contribute to your application** (instruction)
- Email address of collaborators** (text input field, with instruction 'Separate addresses by commas')
- Type of access** (radio buttons:  View & edit,  View only)
- Message (optional)** (text input field)
- SEND INVITE** (button)

3. Once completed, select **Send Invite** (  ) in the bottom right corner. Survey Monkey Apply will send an email invitation with instructions to the identified Collaborators.

**PLEASE NOTE:** Collaborators would need to have View & Edit status in order to edit a task