APPLICATION PORTAL INSTRUCTIONS
How To Find My Application

The Virginia G. Piper Charitable Trust Application Portal is used to update your organization's information and apply to various programs provided by the Trust.
Before starting this process, please have your Tax ID, Organization Name, and email address ready.
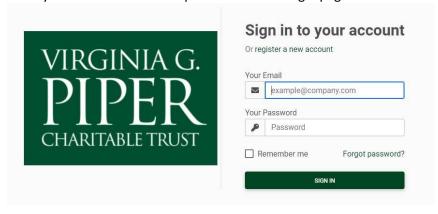
STEP 1:
To create your account, type or copy the following address in your browser:
https://goapply2.akoyago.com/PIPER

For convenience, you may bookmark this site in your browser for easy return.

STEP 2:
Enter your email address and password on the login page:

Step 3

After you log in, you will come to the landing page as pictured above.
- **Submissions** allows you to see *invited* applications or reporting, *applications in process (drafts)* and those you have submitted to the Trust.
- **Opportunities** are applications available to any organization registering in the portal. If this is your first time entering the portal, the **Piper Fellows application will be available here.**
- **Organization Profile** is where you can update your organization's information if it changes. Each time you log in to the portal, you will be prompted to update the organization profile. The organization profile window uses the Tax ID you entered and pulls the corresponding information from the Piper Trust database and displays it for your review. Due to security, not all fields are able to be edited in this window.

Since you just completed this information when you created your username and profile, you can bypass this step of updating Organization Information for now.

Step 4
After you save a draft of your application, you will find it under Submissions, In Progress.

Click **Submissions** on the far-left side. Click **In Progress,** then **View** to continue with your draft application.

Upon completing the submission, you can click "Submit".

Next time you visit the portal, you will see the Submission under **Submission – Submitted** and the submission will be in a read-only format for your permanent record.