ACCESS TO THE FUNDING MANAGEMENT PLATFORM

https://financements.sidaction.org/

SUMMARY

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2- If your email address has changed	3
3- If you do not have an account in the previous version.	3



1 - If you have an account in the previous version

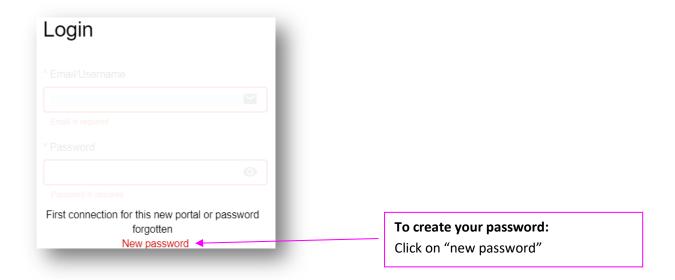
For a first connection to the new platform, you will have to create a new password and confirm your profile in order to access your account.

1) Access to the new plateforme

⇒ https://financements.sidaction.org/

2) Create your new password

- Click on "new password", and enter your email address
- You will receive an email with a link, please click on the link received (if you wait too long, the link will no longer be active, you will have to start again)
- > Enter your password then validate



3) To log in, return to the home page, indicating your email address and your new password. https://financements.sidaction.org/

4) Accept the terms of use of the Synto platform



5) To confirm your profile

Only during this first connection, the system will lead you to your profile:

> In "affiliation", check the main organization with which you are affiliated



In "phone", click on "Add phone" to indicate your telephone number



Click on "save"

2- If your email address has changed

Please contact the dedicated support address, indicated on the home page

In the content of your request, indicate your email address, first name, organization and your telephone number

3- If you do not have an account in the previous version

Please contact us at aps@sidaction.org

In the content of your request, indicate your email address, first name, organization/structure, laboratory name and team name.

Please note that for certain call for proposal, only applicants whose letters of intent have been accepted may apply for funding.



PRESENTATION OF DIFFERENT SPACES

https://financements.sidaction.org/

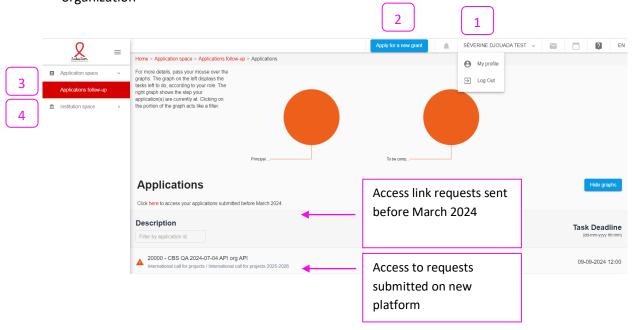
SUMMARY

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1- Home page presentation

- 1) "My profile": allows you to update information related to your account. Please note that you need to fill your profile page before being able to apply for a funding.
- 2) "Creating a financing request": allows you to open a new form and create a request
- 3) "Request Tracking": Allows you to track open requests
- **4)** "Establishment/CRM/organization space": allows you to update information related to your organization



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Application space Application space Application space Applications follow-up Applications

For more details, pass your mouse over the tasks left to do, according to your role. The right graph shows the stopyour applications follow up applications on the portion of the graph acts like a lifter.

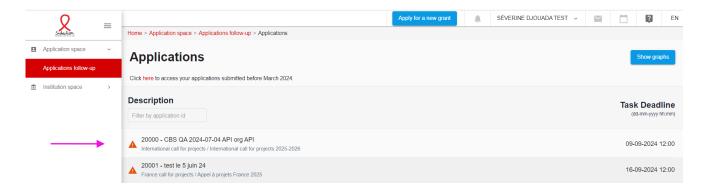
Applications

Click here to access your applications submitted before March 2024.

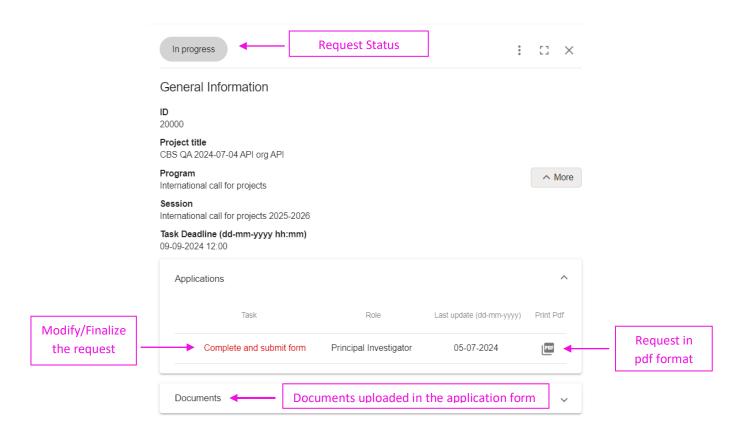


2- Presentation of the "requests" area

This space allows you to find all the requests made by your organization.



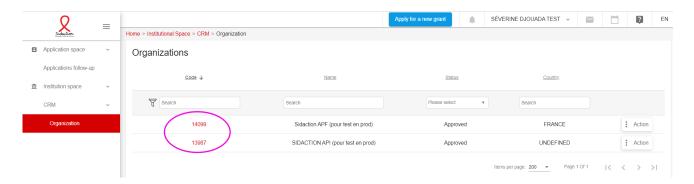
By clicking on a request, the details of the request open on the right of your screen,





3- Presentation of the «organization space »

This space allows you to find the organization(s) to which your account is affiliated.



The "organization" module is divided into 4 parts, accessible in the form of a tab:



1) Basic information: to be updated in the event of modification

This is all the information related to the organization:

- > Payment method: bank details must be completed
- Contact details of the organization (emails, addresses, telephone numbers, websites)
- 2) Documents: Not to be completed
 - > Please note that this section is not for research team at the moment.
- 3) Contacts: read-only

For any changes, please contact the dedicated support address.

- 4) Additional information: Not to be completed
 - > Please note that this section is not for research team at the moment.

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