



Department
of Health

Registering with AIMS

H&SCVF 2015 - 16

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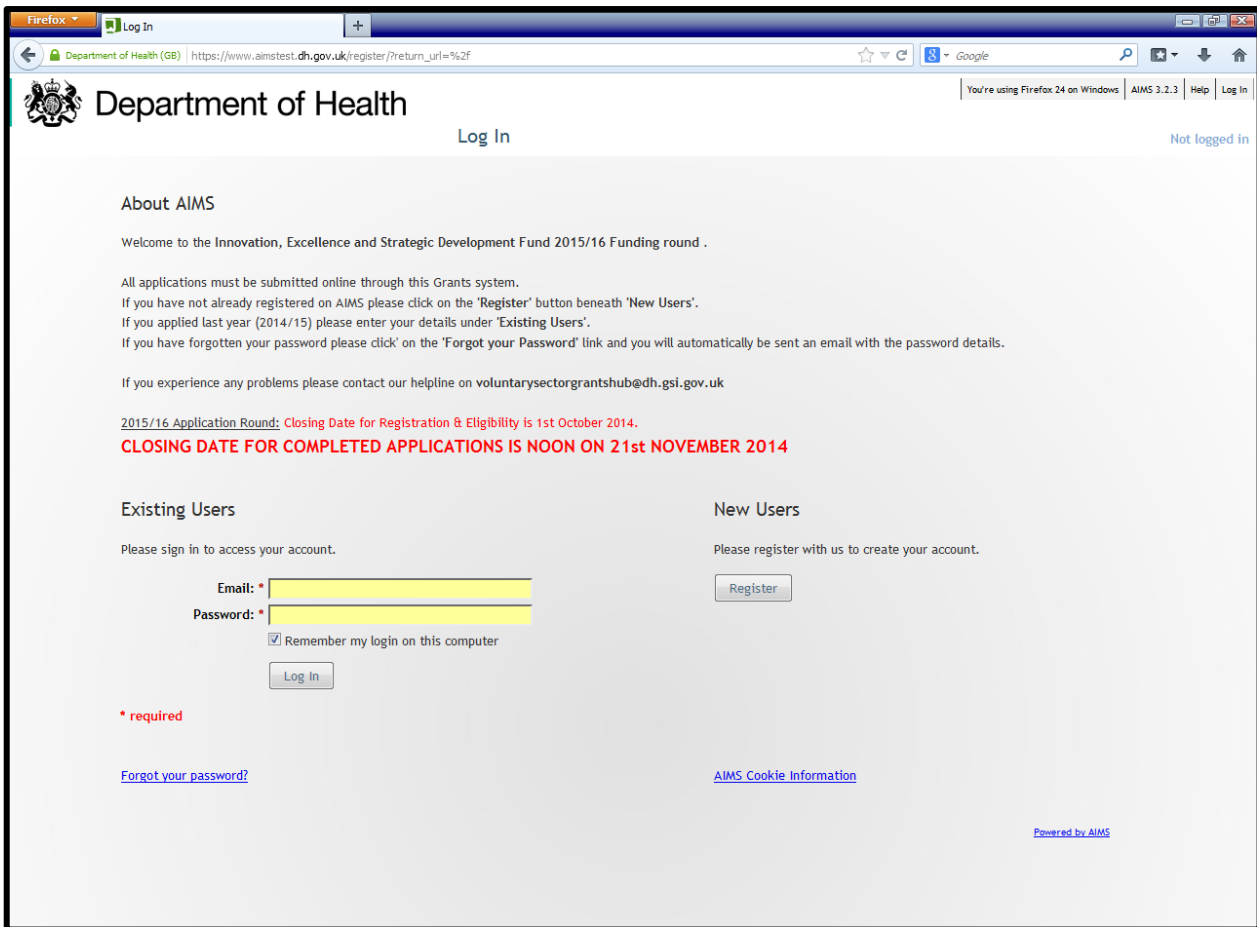
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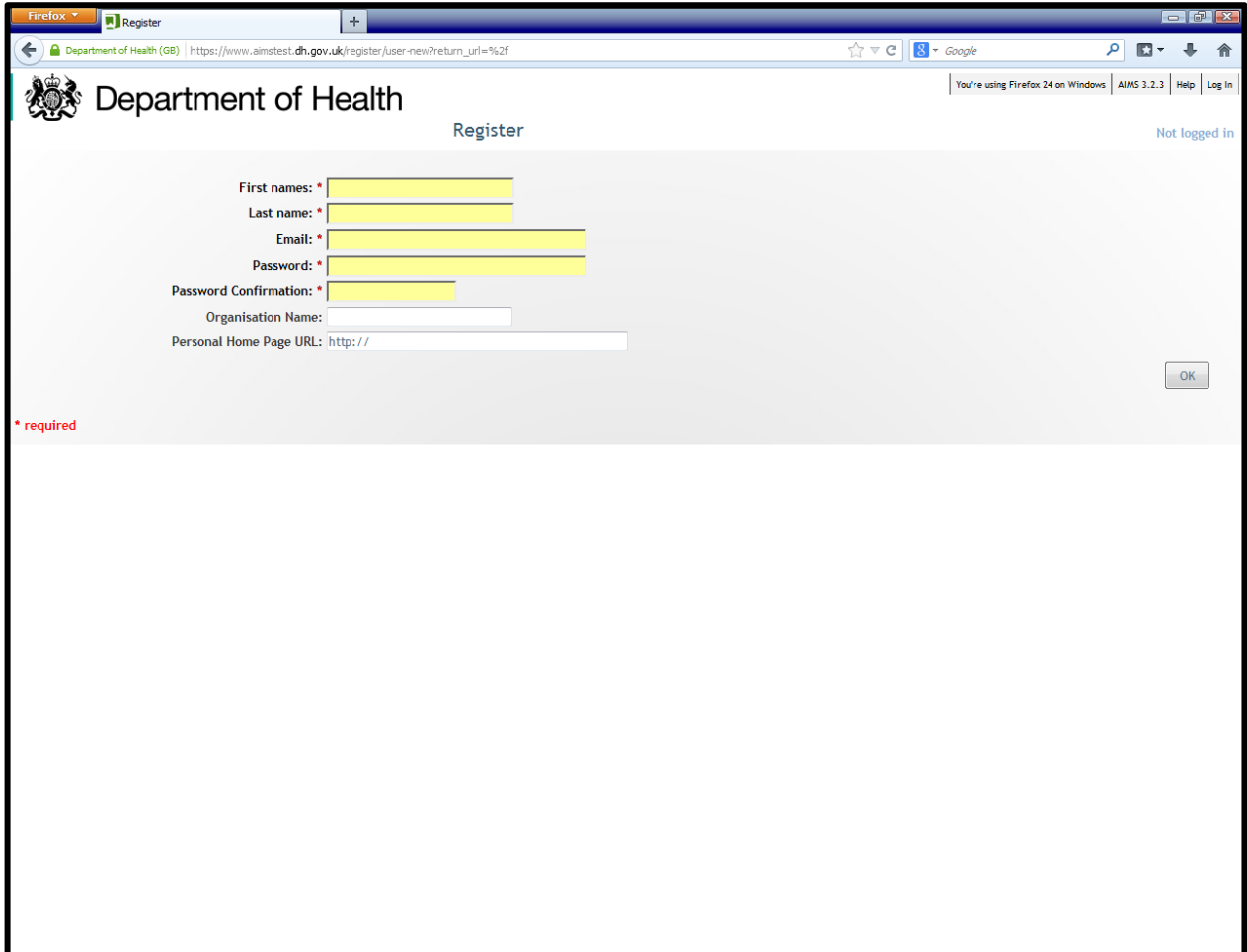
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Step 1



If you are a new user and have NOT registered before then please click the 'Register' button

Step 2



The screenshot shows a web browser window with the title 'Register' and the URL 'https://www.aimstest.dh.gov.uk/register/user-new?return_url=%2f'. The page header includes the Department of Health logo and the text 'Department of Health'. The main heading is 'Register', and there is a 'Not logged in' link. The registration form contains the following fields:

- First names: *
- Last name: *
- Email: *
- Password: *
- Password Confirmation: *
- Organisation Name:
- Personal Home Page URL:

An 'OK' button is located at the bottom right of the form. A red asterisk legend indicates that fields marked with an asterisk are required.

This is just to register YOURSELF as the 'application contact'. Once you have completed the mandatory fields (these have a red asterisk next to them) click the OK button.

Step 3

The screenshot displays the 'Task List - UAT' interface. At the top, there is a navigation bar with the following items: 'Task List - UAT', 'Contacts', 'Start process', and 'My Applications'. The 'Start process' item is highlighted. Below the navigation bar, a message box states: 'You have a total of 0 tasks in your Task List. 0 tasks are assigned to you and 0 are started.' Below this message is a 'Task Filter' section with the following controls: 'Applicant: -All-', 'Scheme: -All-', 'Funding Theme: -All-', 'Task: -All-', and a 'Filter' button. Below the filter section is a 'Task List' table with the following columns: 'Appl. ID', 'Applicant', 'Scheme', 'Project Title', 'Funding Theme', 'Task deadline', and 'Task'. The table is empty, and the text 'No applications available' is displayed below the table.

Once you have registered yourself you will be taken to your task list. From here click 'Start Process' on the blue ribbon across the top.

Step 4

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Firefox, Smartform
- Address Bar:** Department of Health (DH) (GB) | https://www.thirdsectorinvestment.dh.gov.uk/forms/section-index?survey_id=2109221&final%5furl=%252fticket%252foptions%252dwrap%252f
- Page Header:** DH Department of Health (with logo) and "You're using Firefox 17 on Windows"
- Navigation Menu:** Task List, Contacts, Start process, My Applications
- Main Content:**
 - Section Title:** Organisation Registration Form
 - Step Indicator:** 1. Register Organisation (Incomplete) ← (with a blue arrow pointing to the text)
 - Instructions:** Click on any of the underlined headings above to go to that section. You must answer every question in that section before proceeding to the next section. You can save the form as final. Please ensure that all data is correct before submission.
 - Link:** [View the whole form \(for printing\)](#)
 - Button:** Save as final

You will now be asked to register your ORGANISATION. Click on the link “Register Organisation”.

Step 5

Firefox - Organisation Registration Form 2014/15
Department of Health (DH) (GB) https://www.thirdsectorinvestment.dh.gov.uk/forms/one?survey%5fid=5817651&page%5fno=1&final%5furl=%252fucket%252foptions%2f

Change section [Return to Index](#) [Print Form](#)

1. REGISTER ORGANISATION

Please enter the details below in order to register the Organisation with DH. We will then connect you to this Organisation so that you can create an application this is complete.

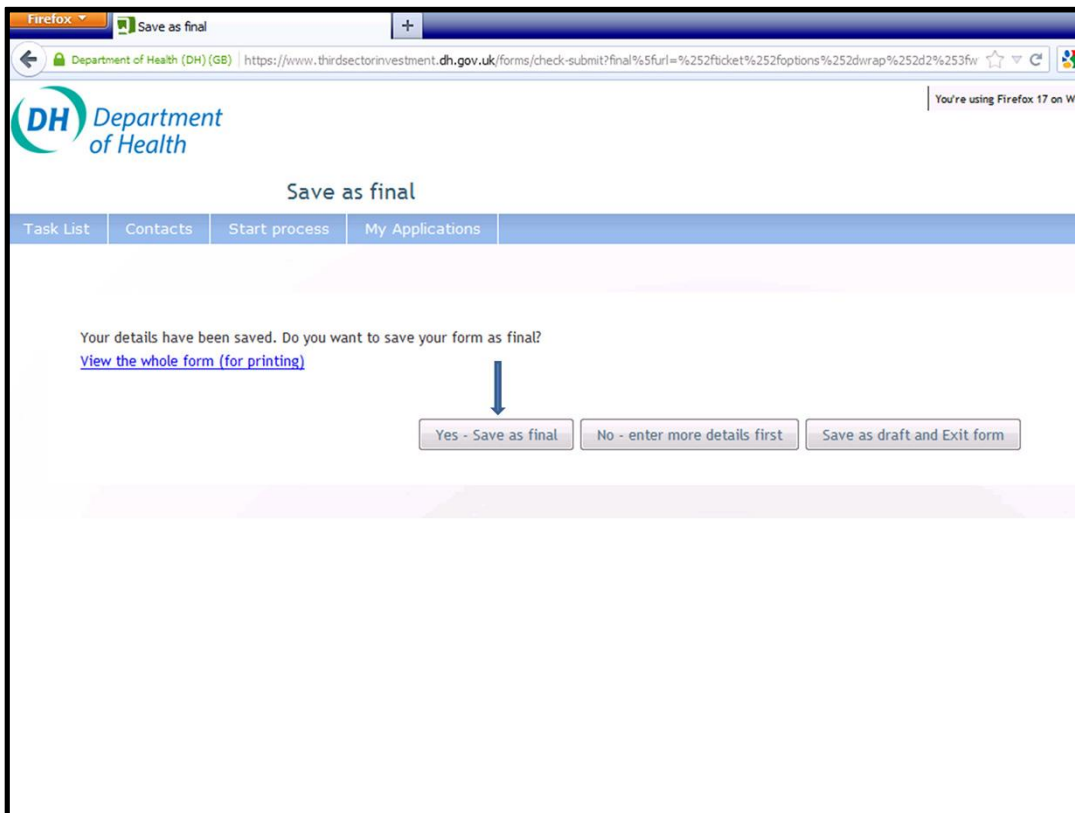
1.1 Please enter the Organisation name and address that you will be applying for.

Organisation Name	Liverpool FC Charitable Trust
Are you a not-for-profit organisation registered with the Charity Commission?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are you an organisation that is incorporated and not-for-profit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Charity or Company No.	123456789
Organisation Address	(You may enter up to 3999 characters.) Anfield Road 3951 Liverpool Merseyside N4 0TH
Region	North East North West South East South West
Contact Name	Brendan
Contact phone number	0113 2546259

[Save Draft](#) [Save Draft & continue](#) [Save Draft & exit](#)

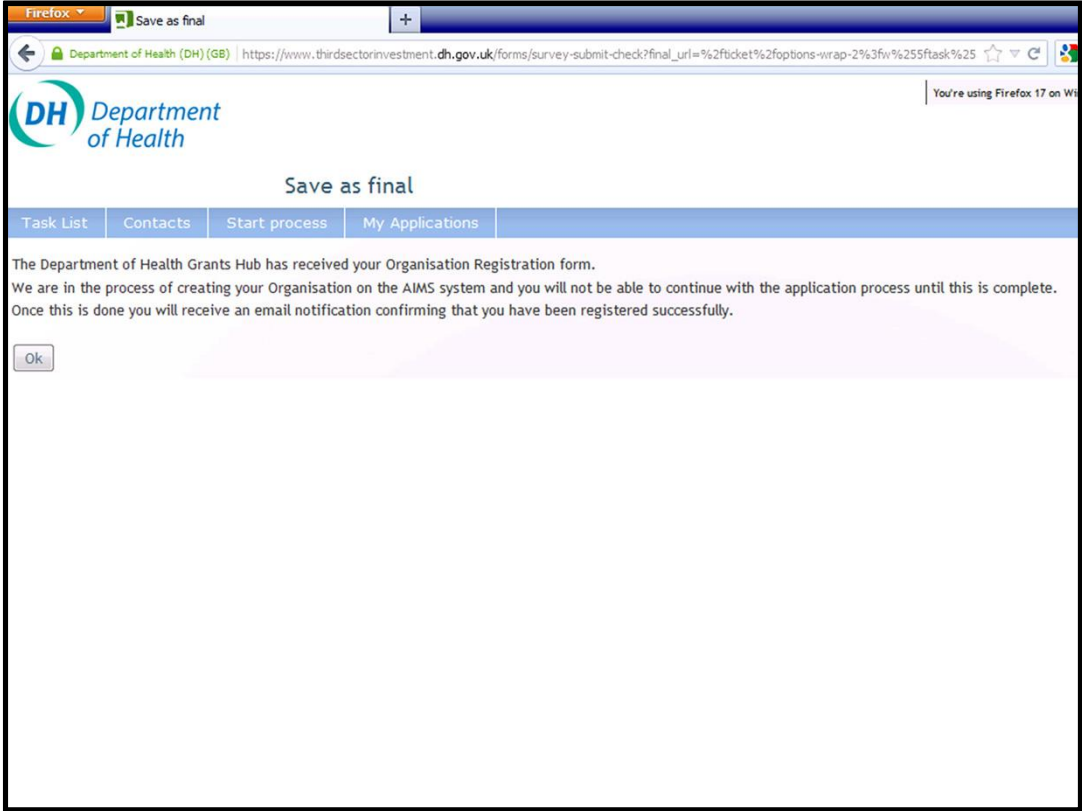
Complete all the fields as required. Then click 'Save Draft & Continue'.

Step 6



To submit this form click 'Save as Final'

Step 7



Once submitted you will receive this notification. This means that the Grants Hub have to create your organisation within AIMS and link you (as the Application Contact) to it.