Registering with AIMS

H&SCVF 2015 - 16

Title: Guidance on How to Register on Aims	
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Prepared by

Voluntary Sector Grants Hub
Department of Health
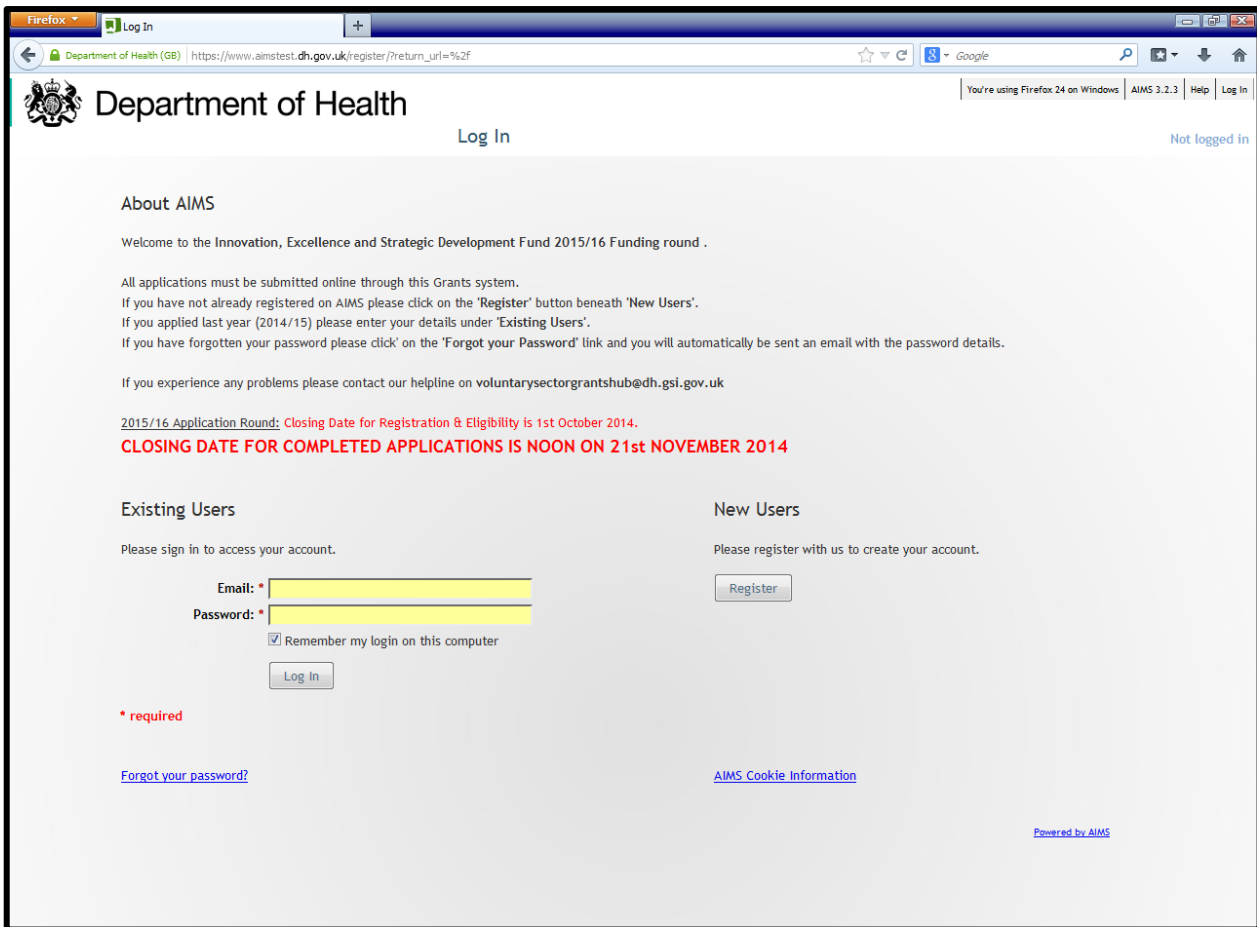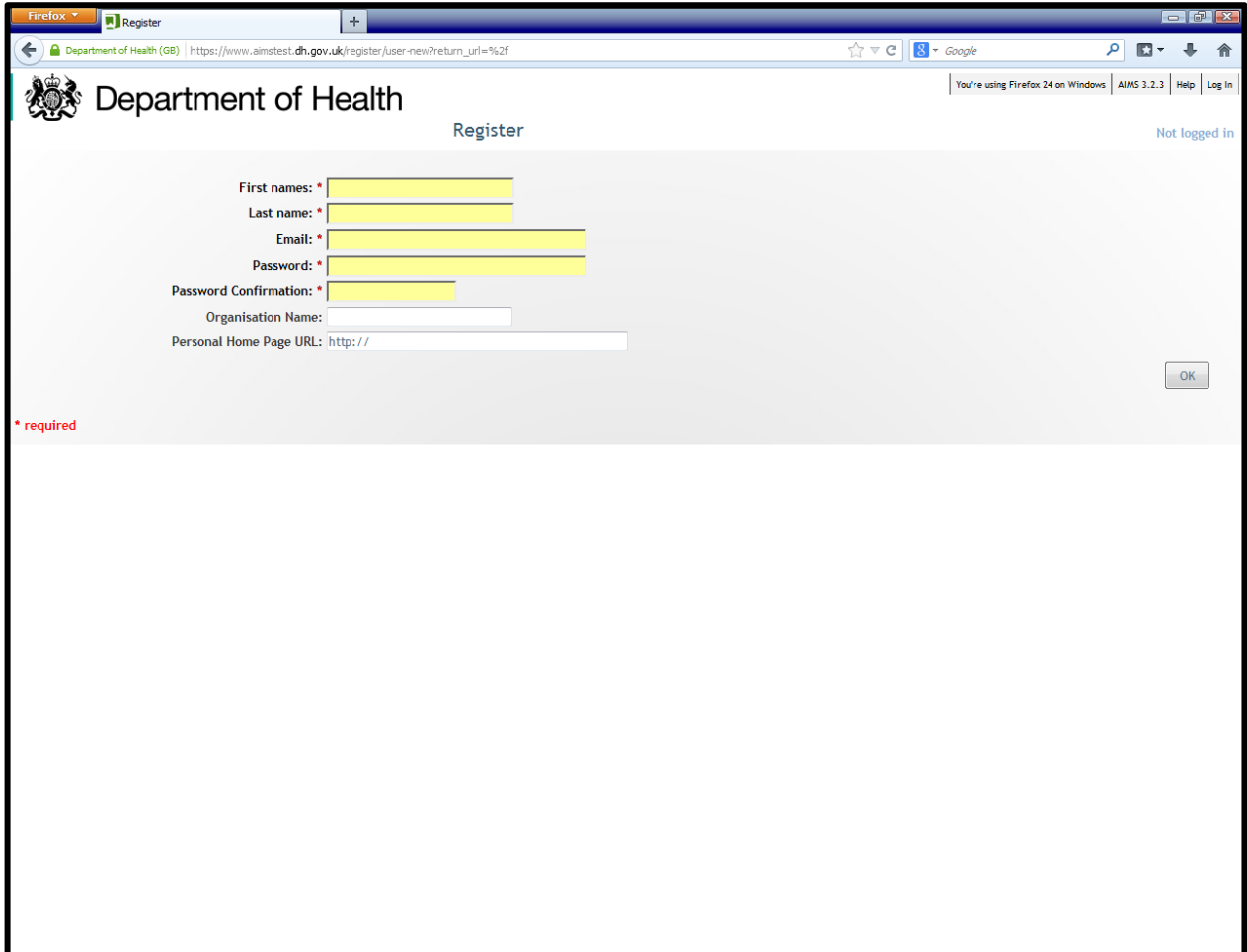2S15 Quarry House
Quarry Hill
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LS2 7UE

Phone: 0113 254 5450

Email: voluntarysectorgrantshub@dh.gsi.gov.uk

Contents

Step 1

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

Step 2

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

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

You will now be asked to register your ORGANISATION. Click on the link "Register Organisation".
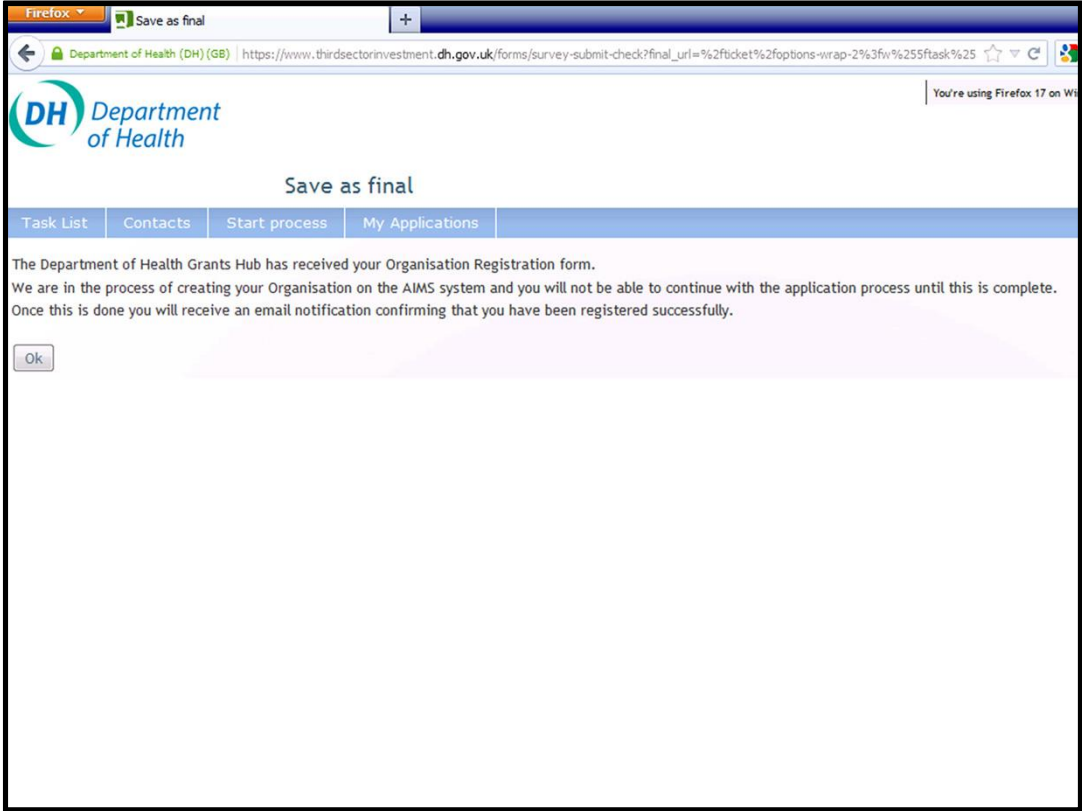
Step 5

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

Step 6
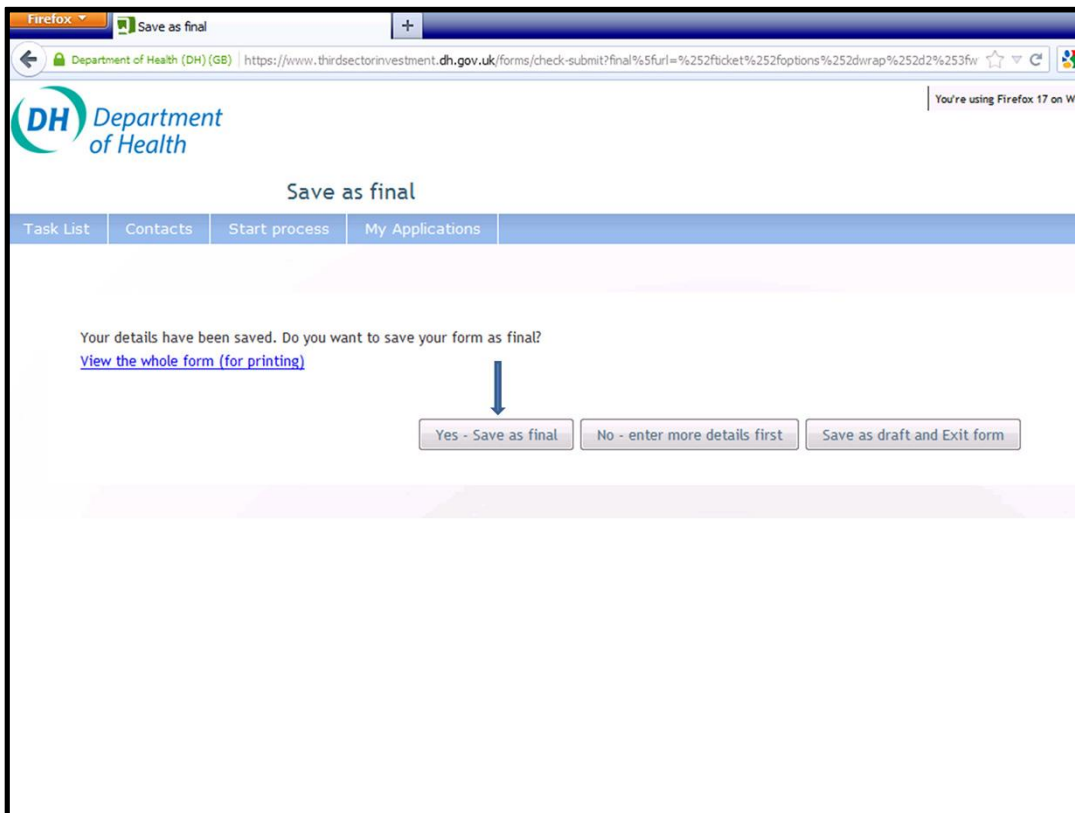
To submit this form click 'Save as Final'

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.