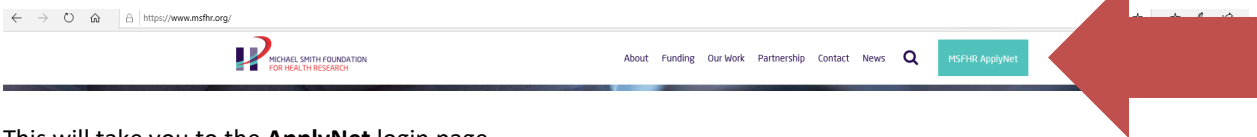


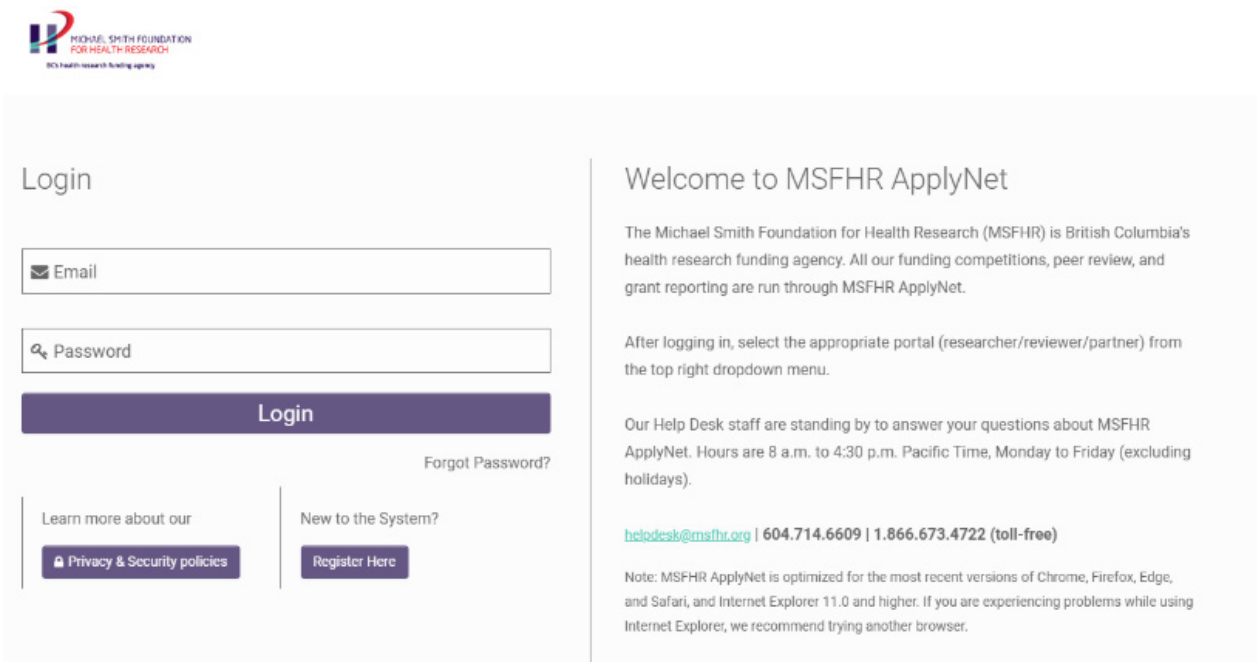
# MSFHR ApplyNet Quick Start Guide: #1 Registration

ApplyNet is the Michael Smith Foundation for Health Research's online grants management system.

To register, please visit: our website: [www.msfhr.org](http://www.msfhr.org) and click on the **MSFHR ApplyNet button** in the upper right corner of your screen.



This will take you to the **ApplyNet** login page.

A screenshot of the MSFHR ApplyNet login page. On the left, there is a 'Login' section with input fields for 'Email' and 'Password', a 'Login' button, and a 'Forgot Password?' link. Below this are links for 'Learn more about our Privacy & Security policies' and 'New to the System? Register Here'. On the right, there is a 'Welcome to MSFHR ApplyNet' section with introductory text, instructions on selecting a portal, help desk contact information (helpdesk@msfhr.org, 604.714.6609, 1.866.673.4722), and a note about browser compatibility.

New users, please click on the **Register Here** button on the login page.

Complete the **Organization** and **Contact Information** sections and then click **Submit**. Once you have clicked **Submit** and completed the CAPTCHA, you will receive a notification that your registration is complete.

If you cannot find your organization, please email the MSFHR Help Desk at [helpdesk@msfhr.org](mailto:helpdesk@msfhr.org) and provide the following information: 1) name of organization, 2) address, 3) city, 4) province, 5) country (if applicable) 6) postal code, 7) phone number, and 8) web address.

Your request will be processed within one business day. Once your organization has been registered in the system, you will receive an email notification advising you that you can begin your registration.

After completing your registration, an email confirmation will be sent to you with instructions on how to set your password.