

Applicant: Applicant: User Management

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Introduction

Welcome to Franklin County Euna Grants. Euna Grants will be used by your organization to **apply for Grant Opportunities with Franklin County**. This guide explains how to manage your organization's users in the **Euna Grants Applicant Portal**. If your organization is awarded a grant there is an additional guide for managing user access to the Euna Grants Grant Management Portal.

Read before proceeding:

- If your organization is not registered within the Euna Grants Applicant Portal, see our guide, "Euna Grants Register Your Organization" or watch the this [video](#) by Euna Grants.
- Only an **Administrator** for your organization can manage your organization's user accounts. Franklin County does not manage your accounts.
- It is your organization's responsibility to manage access to your Euna Grants portal. Please remember to **delete users when they leave your organization**.
- If you need to change a user's email address, contact Euna Grants support.

Add a New User

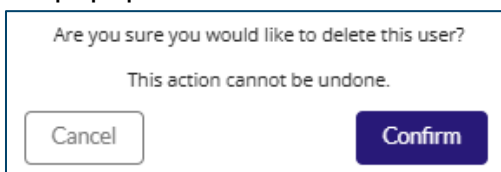
1. Login to [Euna Grants](#)
2. Click "**Users**" to access user management.
3. Click "**+ Add User**"
4. Enter the new User's information. Email Address, First and Last names are required fields, but it is advised to add address information.
5. In the user Information section, choose a **Role**.
 - a. Editor – Can edit and view applications
 - b. Administrator – Can create, edit, delete, and withdrawal applications, and manage your organizations' s user accounts.
6. Click the "**Invite**" button to create the User record and automatically send the user an email invitation.

Edit an Existing User

1. Login to Euna Grants
2. Click “**Users**” to access user management.
3. Click the pencil icon  next to the User’s name you need to edit.
4. You can now edit all fields except the email address.
 - a. If you are editing your own record, you can also change your password.
5. Click “**Save & Return**” when finished.

Deleting a User

1. In the Applicant Portal, you can delete a user. This cannot be un-done.
2. Login to [Euna Grants](#)
3. Click “**Users**” to access user management.
4. Click the trash can icon  next to the User’s name to delete them.
5. A popup verification window will appear, click “Cancel” or “Confirm”



Additional Training Resources:

- Review additional training videos provided by [Euna Grants](#).
- Review Franklin County’s guide on how to apply for an Opportunity (Grant) within Euna Grants.

Euna Grants Technical Support: (8:00 AM – 8 PM EST M – F)

- Call Euna Grants Support: +1 (844) 407-3572
- Email Euna Grants Support: support@amplifund.zendesk.com
and Please CC: grantshelp@franklincountyohio.gov
- Euna Grants Support Portal: <https://amplifund.zendesk.com/hc/en-us>