# Guide

## How to apply for an EHA Committee

In order to apply for an EHA committee or any of our other EHA programs you will first need to create an EHA Portal account. You will have to:

- ➢ Create an EHA Portal account (Registration)
- ➢ Apply for an EHA committee

### Part 1 Creating an EHA Portal account

You can create an account by clicking on the "create an account now" botton and following the steps. If you already have an EHA Portal account you can simply login and apply for an EHA committee.  Please note that your login details are not the same as your EHA membership login details.

**Step 1 select "create an account now"**



**EHA Portal**

Login Now:

Username

•••••••••••

Sign in

Reset or create password

**New to the EHA Portal?**

Create Your User Profile

In order to be considered for EHA opportunities, the first step is for you to introduce yourself and tell us about you. Please click on the "Request an account Now" button below to start. You will not be able to edit your profile until after your registration has been approved, so please ensure you have entered accurate information (including email address and the official name of your Institute or Organization) when completing the registration form.

Within two business days, you will receive an email notification from the EHA Portal with a prompt to create a password, which will give you access to the portal and our application forms. Should your application be successful, this portal will give you access to follow up documentation and if you have applied for funding;  you will have access to reporting templates, be able to submit amendment requests and view the status of payments.

Create an account now

**Part 2 indicate that you comply with the required criteria:**

At the bottom of the page, you will be required to indicate that you comply with the eligibility criteria of the program you are planning to apply for.

Do you comply with the eligibility criteria as described above for the program you wish to apply to?

Cancel    Submit

**Step 3 fill in the form**

By filling in the form you will be able to create your own Profile. After your profile is approved you will receive a confirmation email that allows you to create a password. After doing so you will be able to login and apply to any of the programs.

EHA Portal

Host Institution

Your Institution

Institution Information

**Re-Enter your Institution's Name**

Department/Institute

Mailing Address 1

Mailing Address 2

## Part 2 Applying for an EHA committee

When entering the EHA portal you will be able to select the program you want to apply for on the left side of the page.

**Step 1 select "Apply for an EHA Committee"**



**Step 2 fill in the application form**

**Step 3 submitting your application**

After saving your application the application will be visible in the "Pending Applications" tab. You will still be able to make changes to your application until the deadline. When your application is ready to be submitted click on the "pending application" and submit. You will then be able to view your application and its progress in the "Submitted Applications" tab. Once the deadline has passed, you still have access to a 'read only' version of your application.
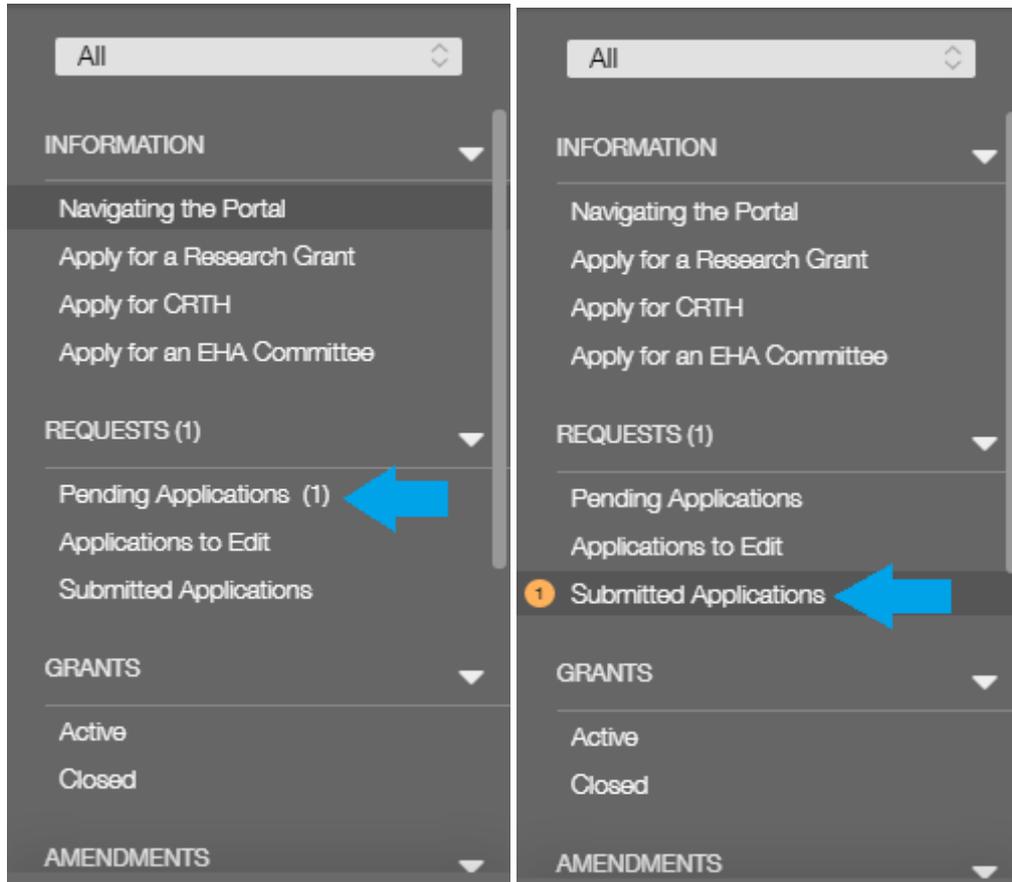
Please contact us at Bepartofeha@ehaweb.org should you have any questions.